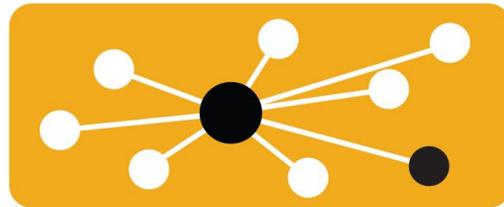
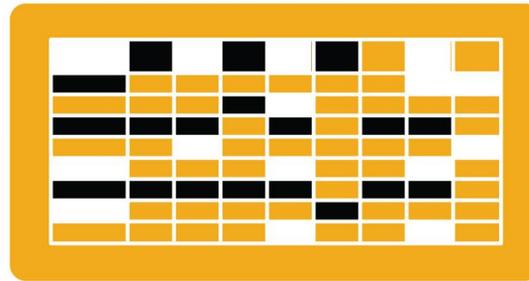


Ariba® Network Supplier Guide



ArcelorMittal



SAP Ariba 

Account Setup

Get Started 

Using This Guide

The purpose of this guide is to help suppliers understand the business processes required by ArcelorMittal.

You may navigate this guide by:

- Clicking the buttons in the toolbar
- Clicking the hyperlinks on the pages – Hyperlinks may be words or shapes within the graphics
- Using the bookmark panel to the left

This button will take you back to the previous page

This button will take you to the next step



This button will return you to the beginning of the section, or skip back between sections

The HOME button will return you to the Guide Contents page

If you need additional help, you will find a help button at the bottom of each page that will assist you in finding the appropriate support contact.

Tabs in the lower left corner link out to our Community Support pages. Look for these to answer your most common questions.



HOME – Table of Contents



Greyed-out steps are part of other documents:

- **Purchase Orders:** ArcelorMittal_Master_Guide_EN-Order_to_Deliver
- **Other Documents:** ArcelorMittal_Master_Guide_EN-Order_to_Deliver
- **Invoice Methods:** ArcelorMittal_Master_Guide_EN-Invoicing

Regional Considerations

SECTION 1: Ariba Network Overview



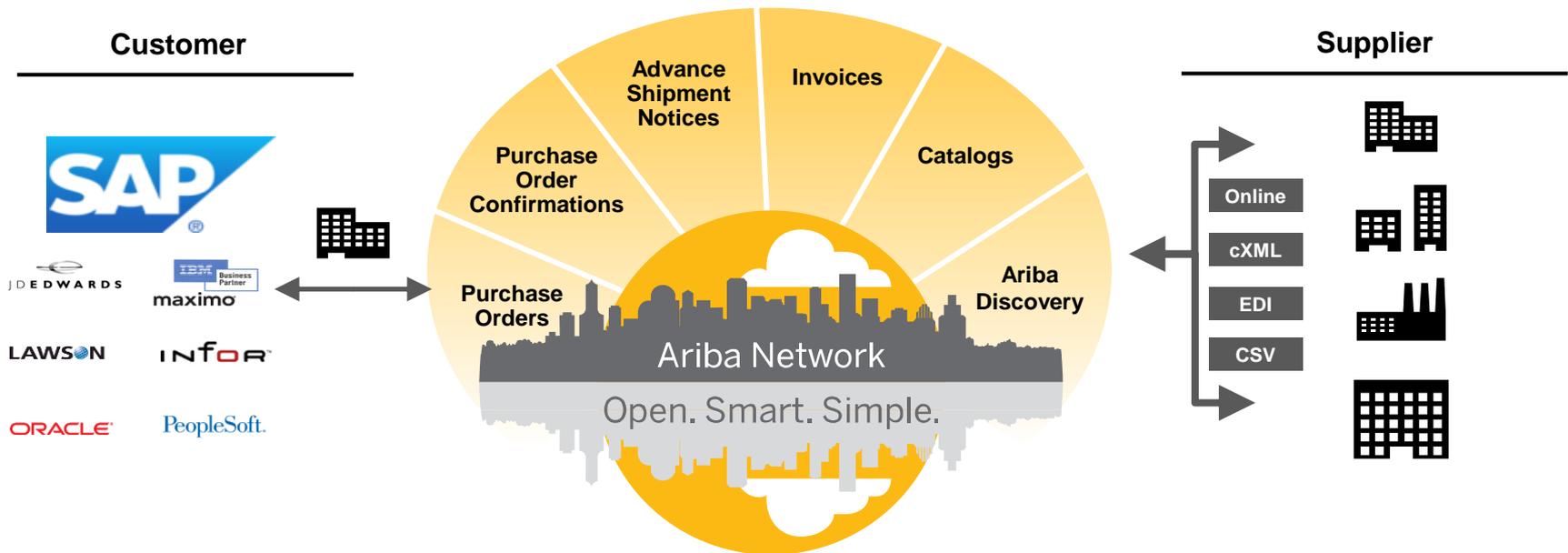
ArcelorMittal
Message

Supported
Documents

Not Supported
Documents

What is Ariba Network?

ArcelorMittal has selected Ariba Network as their electronic transaction provider. As a preferred supplier, you have been invited by your customer to join Ariba Network and start transacting electronically with them.



2+ million

Trading Partners

\$850B

In Annual Commerce

>60%

Global 2000 use the Network

65+ million

Annual Invoices

190

Countries

60+ million

Annual Purchase Orders

ArcelorMittal Message

Dear Valued Supplier,

We are pleased to inform you about the purchasing transformation program and in particular about the deployment of SAP Ariba® in Europe. It will be our new e-platform “**SAP e-LIVE platform**” -*electronic Lean Integrated Vendor Exchange platform* to streamline our approach for transacting with our suppliers.

The SAP e-LIVE platform will enable us to **send purchase orders (POs) electronically and to receive invoices**. Please note that the SAP e-LIVE platform will replace our existing solution “e-supplier” platform used in France.

Key features of this platform are:

- On-line visibility of the status of your orders
- Fast and secure order reception
- Flip POs with one click into invoices
- Issue invoices (no longer required to send paper invoices)
- Full visibility on the processing status of invoices
- Faster payment cycle
- Reduction of processing cost – No fee
- Option to fully integrate your Ariba account with the most common ERP systems

We are committed to working together with our suppliers to achieve improved procurement and business efficiency. We invite you to participate in this strategic key initiative for ArcelorMittal – Flat Europe. Going forward the participation in the SAP e-LIVE platform -Ariba Network will be a mandatory business requirement for all our suppliers.

We are confident this change will be mutually beneficial for both our organizations.

As of January 2018, the SAP e-LIVE platform will be a standard at ArcelorMittal Atlantique and Lorraine, ArcelorMittal Dudelange and ArcelorMittal Méditerranée for both new and all existing suppliers.

Paper Orders in paper format will not be issued after that date and paper invoices will no longer be accepted. We would like to continue to develop the relationship and collaboration with your company, using the SAP e-LIVE platform. Therefore, we are counting on your cooperation in this journey and ask you to respond to our subsequent steps in timely manner.

For questions or concerns, please do not hesitate to contact us at elive.contact@arcelormittal.com

Review ArcelorMittal Specifications

Supported Documents

ArcelorMittal project specifics:

- **Tax data** is accepted at the line item level of the invoice.
- **Extra or unplanned costs** (Shipping costs...) are accepted at the header/summary level or at the line item level. This option can be unavailable depending on criteria.
- **Payment related information** (bank account) must appear on the invoices

Supported documents:

- **Purchase Order Confirmations**

Approve or reject PO completely,
Approve or update at PO line items (depending on purchasing category).

- **Advance Shipment Notices**

Apply against PO when items are shipped

- **Good receipts Notifications**

- **Partial Invoices**

Multiple invoices for one PO is allowed

- **Service Invoices**

Invoices that require service line item details

- **Summary or Consolidated Invoices**

Apply against multiple purchase orders
Apply against Evaluated Receipt Settlement
Apply against Consignment Settlement

- **Credit Invoices**

Header credit memos against POs or without reference
Item level credits against an existing invoice on Ariba Network; price/quantity adjustments

- **Self-billing (carbon copy invoices)**

- **Remittance notifications**

Notifies the supplier that a payment was sent

Review ArcelorMittal Specifications

Not Supported Documents

NOT Supported documents:

- **ERS document not related to Self Billing will be sent by email**
- **Consignment settlements will be sent by email**
- **Invoicing for Purchasing Cards (P-Cards)**

An invoice for an order placed using a purchasing card; not accepted by ArcelorMittal

- **Duplicate Invoices**

A new and unique invoice number must be provided for each invoice

- **Paper Invoices**

ArcelorMittal requires invoices to be submitted electronically through Ariba Network; ArcelorMittal will no longer accept paper invoices

- **Contract Invoices**

Apply against contracts

SAP Ariba Can Help You...



Collaborate immediately with all trading partners?

- Immediate access to online invoice creation tool



Turn paper into efficient electronic transactions?

- 75% faster deal closure
- 75% order processing productivity gains via cXML



Catch errors and correct them – before they even happen?

- 64% reduction in manual intervention



Track invoice and payment status online in real time and accelerate receivables?

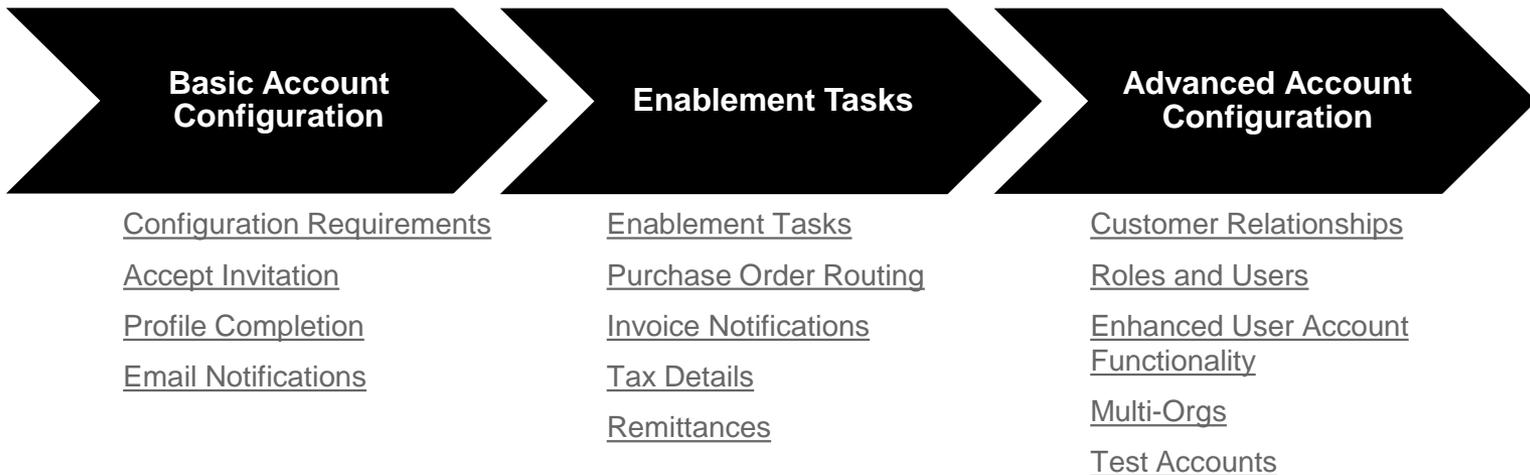
- 62% decrease in late payments
- 68% improvement in reconciling payments



See opportunities you're missing and have the ability to trade globally?

- 15% increase in customer retention
- 30% growth in existing accounts
- 35% growth in new business

SECTION 2: Set Up Your Account



ArcelorMittal Specific Account Configuration

- Select **Company Settings** in the top right corner, go to **Company Profile** and select tab **Business**:
 - **Supplier legal form**: in the Financial information section, select from the available list.
 - **Company capital**: in the Financial information section, enter the capital of your company if relevant.
 - **Commercial identifier**: in the Financial information section, enter your commercial identifier.
 - **VAT ID / TAX ID**: in the Tax Information section enter your Vat ID / Tax ID.
- Select **Company Settings** in the top right corner and go to **Remittances**
 - **Remittance Address**: In the EFT/Check Remittances section select Create, and complete all required fields marked by an asterisk.
 - **Bank details**: ArcelorMittal requires the complete bank details on the invoice in order to be able to proceed with the payment.
- **Test Account Creation (testing is required for integrated suppliers)**: To create a test account, select your name in top right corner and choose “Switch to Test ID.”
- **Currency**: The currency that Ariba Network uses is defined under User Account Navigator > My Account > Preferences.

Note that for PO flip invoices, you can't select another currency than the one from the PO.

Accept Your Invitation

The invitation is also referred to as the Trading Relationship Request, or TRR. This e-mail contains information about transacting electronically with ArcelorMittal.

- ➔ Click the link in the emailed letter to proceed to the landing page.



To Acme Supplier,

Arcelor Mittal Europe -Flat products will use Ariba's Solution as the technology platform to send electronic purchase orders (PO's) and receive invoices. To participate in this key initiative, we invite and request you to accept the trading relationship letter and register yourself on the Ariba network.

We realize that this new process represents a change for suppliers and therefore, our project team is doing everything for you to make this transition as easy and smooth as possible. An Ariba Network representative will reach out to you for next steps to be ready for transactions starting 2018.

Thanks to a specific agreement we settled, the usage of Ariba network for Arcelor Mittal Europe -Flat products transactions **will be at no cost to you.**

ACTION REQUIRED

Your customer, **ArcelorMittal Europe- Flat products**, is changing the way they do business with their valued suppliers. The goal is to make the process by which your company receives purchase orders and/or gets paid as efficient as possible.

To enable your company to process orders or invoices with ArcelorMittal Europe- Flat products, ~~click the link below to get started.~~

[→Accept your customer's trading relationship request](#)

(Please click the link above whether or not you have an existing account on the Ariba Network.)

If this invitation did not reach the appropriate person in your company, please forward as needed.

Select One...

First Time User

Existing User

Ariba Network

Welcome to Ariba® Network

ArcelorMittal Europe has invited you to join Ariba Network.

New User

Are you new to the Ariba Network? If you do not have an account and would like to participate, click **Register Now**. By signing up with the Ariba Network, you will establish a trading relationship with your requesting customer. Your new account will also be visible to other buying organizations on the Ariba Network.

You can view additional information about your customer in the [Information Portal](#)

[Register Now](#)

[I have further questions for my requesting customer](#)

Existing User

If you already have an Ariba Commerce Cloud or Ariba Discovery account, enter your existing username and password and click **Confirm** to log in to the Ariba Network.

Username:

Password: [Forgot Password?](#)

[Confirm](#)

When you confirm your existing username and password, Ariba will send a notification to your requesting customer, informing them that you already have an Ariba Network account and that you have accepted their trading relationship request.

[Data Policy](#) [Security Disclosure](#) [Terms of Use](#)

© 1996–2017 Ariba, Inc. All rights reserved.

Register as New User

1. Click **Register Now**.

2. Enter Company Information fields marked required with an asterisk (*) including:

- **Company Name**
- **Country**
- **Address**

3. Enter User Account information marked required with an asterisk (*) including:

- **Name**
- **Email Address**
- **Username (if not the same as email address)**
- **Password**

4. Accept the **Terms of Use** by checking the box.

5. Click **Register** to proceed to your home screen.

New User

Are you new to the Ariba Network? If you do not have an account and would like to participate, click **Register Now**. By signing up with the Ariba Network, you will establish a trading relationship with your requesting customer. Your new account will also be visible to other buying organizations on the Ariba Network.

1
Register Now

Register
Cancel

Ariba Network Register

I have further questions for my requesting customer

Company information

Company Name*

Country* United States [USA] 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* Line 1
 Line 2
 Line 3

City*

State* Alabama

Zip*

User account information

Name* First Name Last Name [Ariba Privacy Statement](#)

Email*

Use my email as my username

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

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

Repeat Password

Language: English The language used when Ariba sends you configurable notifications. This is different than your web b...

Enter more information for potential customers >

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration.
By clicking the Register button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.
You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian Federation.

I have read and agree to the Terms of Use and the Ariba Privacy Statement

4

Register
Cancel

Accept Relationship as Existing User

- ➔ **Log in** using your current Ariba username and password in order to accept the relationship with your customer.

Existing User

If you already have an Ariba Commerce Cloud or Ariba Discovery account, enter your existing username and password and click **Confirm** to log in to the Ariba Network.

Username:

Password: [Forgot Password?](#)

When you confirm your existing username and password, Ariba will send a notification to your requesting customer, informing them that you already have an Ariba Network account and that you have accepted their trading relationship request.

[Trouble Logging In?](#)

[More Than One Account?](#)

Complete Your Profile

1. **Select** Company Profile from the Company Settings dropdown menu.
2. **Complete** all suggested fields within the tabs to best represent your company.
3. **Fill** the Public Profile Completeness meter to 100% by filling in the information listed below it.

Note: the more complete a profile, the higher the likelihood of increasing business with existing and prospective customers.

Complete Your Profile

Even though the below information may not be mandatory in your company parameters, they are required on invoices in some countries. You will find them under the **Business** tab of your **Company** profile at the level of **Financial information**.

- 1. Supplier Legal Form:** the type of the supplier's business entity or legal status (such as S.A., S.A.S., or LLC)
- 2. Supplier Company Capital:** the amount of the supplier's company capital or share capital. Suppliers can enter only the amount of their company capital if it is in the default currency of the invoice. If it is in a different currency, suppliers must enter the correct 3-digit code of the corresponding currency next to the amount.
- 3. Commercial Identifier:** the supplier's registration number with the country's Commercial Registry and the city where the supplier is registered. In France, it corresponds to the SIREN or SIRET number.

Company Profile

Basic (4) Business (2) Marketing (3) Contacts Certifications (1) Additional Documents

* Indicates a required field

Business Information

Year Founded:

Number of Employees:

Annual Revenue:

Stock Symbol:

Financial Information

Supplier Legal Form:

Penalty Information:

Supplier Company Capital:

Discount Information:

Commercial Identifier:

Configure Your Email Notifications

The Network Notifications section indicates which system notifications you would like to receive and allows you to designate which email addresses you would like to send them to.

1. **Click** on Notifications under Company Settings.
2. **Network Notifications** can be accessed from here as well, or you may switch to the Network tab when in Notifications.
3. **You can enter up to 3** email addresses per notification type. You must separate each address with a comma but include **NO** spaces between the emails.

The screenshot displays the 'Account Settings' page for 'Notifications'. The 'Network' tab is selected. A table lists notification types with checkboxes for 'Send notifications when...'. A dropdown menu is open, showing 'Notifications' selected. A list of email addresses is visible on the right side of the page.

Type	Send notifications when...
Order	<input checked="" type="checkbox"/> Send a notification when orders are undelivered
Purchase Order Inquiry	<input type="checkbox"/> Send a notification when a new collaboration request is received.
Time Sheet	<input type="checkbox"/> Send a notification when purchase order inquiries are received.
Pending Queue	<input type="checkbox"/> Send a notification when purchase order inquiries are received.
	<input type="checkbox"/> Send a notification when time sheets are undelivered.
	<input type="checkbox"/> Send a notification when items delivered through the network are received.

Company Settings dropdown menu items:

- jUnitOrg - LV8b8ft... ANID: AN02003380348 Standard Package
- Company Profile
- Service Subscriptions
- Account Settings
- Customer Relationships
- Users
- Notifications
- Account Hierarchy
- View All
- Network Settings

To email addresses (one required):

- * junk@phoenix.ariba.com
- * junk@phoenix.ariba.com
- * junk@phoenix.ariba.com
- * junk@phoenix.ariba.com

Configure Your Enablement Tasks

1. From home screen, select the **Enablement tasks** Tab.
2. **Select** necessary pending tasks for completion.
3. For example, for **Invoices**, choose one of the following routing methods for Electronic Order Routing and Electronic Invoice Routing and configure e-mail notifications.



Enablement Tasks

View details of all pending tasks and complete them. Click the associated link to complete a task. You can also reopen tasks that are manually closed, if the subsequent task is not yet completed. It is recommended to enter a comment when [More](#)

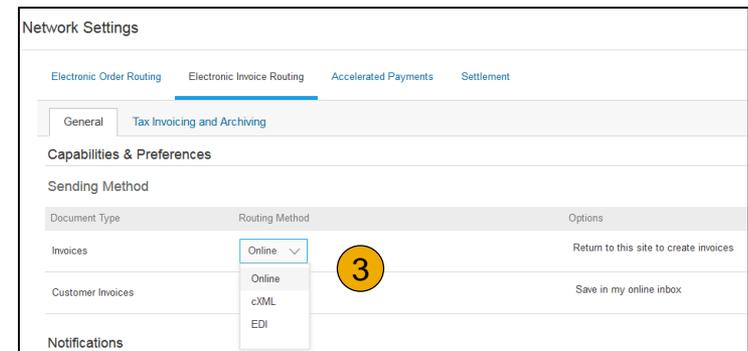
Supplier Enablement Activities and Tasks

Customer Name	Total Tasks	My Pending Tasks ↓	Pending Buyer Tasks
View Details	17	4	1
View Details Supplier Information Portal	12	0	2

Ariba sro [View Profile](#) [Refresh](#)

Activity Name	Date Due	Total Tasks	My Pending Tasks	Pending Buyer Tasks
▶ Account	1 Feb 2017	4	0	0
▶ Purchase Order	8 Mar 2017	4	1	0
▶ Invoice	8 Mar 2017	4	1	0
▶ Catalog	6 Feb 2017	1	1	0
▶ Payment	26 Feb 2017	2	1	0
▶ Discount Management	24 Feb 2017	2	0	1

Note: There may be times you see a pending task for your customer. This will not go away until your customer completes it.



Select Electronic Order Routing Method

Click on the Tasks link to configure your account.

1. Choose one of the following routing methods:

- Online
- cXML
- EDI
- Email
- Fax
- cXML pending queue (available for Order routing only)

2. Configure e-mail notifications. For document routings, you can define up to 5 different addresses. You must separate each address with a comma but include NO spaces between the emails.

Network Settings Save Close

Electronic Order Routing | Electronic Invoice Routing | Accelerated Payments | Settlement

* Indicates a required field

Capabilities Preferences

External System Integration

Configure cXML (native) integration

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 1	Email address: <input type="text"/> 2 <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. <small>This applies to all orders with attachments that have the routing method "Same as new catalog orders without attachments".</small>

Route Your Purchase Orders

Method Details

- **Online (Default):** Orders are received within your AN account, but notifications are not sent out.
- **Email (Recommended):** Email notifications are sent out, and can include a copy of the PO, when orders are received within your AN Account.
- **Fax:** Notifications of new orders are sent via Facsimile, and can include a copy of the PO as well as a cover sheet. Note that this service includes a cost from Ariba service provider EasyLink/Xpedite.
- **cXML/EDI:** Allows you to integrate your ERP system directly with Ariba Network for transacting with your customer. Please contact elive.arcelormittal@ariba.com to be connected with a Seller Integrator who will provide more information on configuration.

Select Electronic Order Routing Method Notifications

- Select** “Same as new catalog orders without attachments” for Change Orders and Other Document Types to automatically have the settings duplicated or you may set according to your preference.
- Specify** a method and a user for sending Order Response Documents (Confirmations and Ship Notices).

Change/Cancel Orders	
Document Type	Routing Method
Catalog Orders without Attachments 1	Same as new catalog orders without attachments ▾
Catalog Orders with Attachments	Same as new catalog orders without attachments ▾
Non-Catalog Orders without Attachments ⓘ	Same as new catalog orders without attachments ▾
Non-Catalog Orders with Attachments ⓘ	Same as new catalog orders without attachments ▾
Other Document Types	
Document Type	Routing Method
Blanket Purchase Orders	Same as new catalog orders without attachments ▾
Time Sheets	Online ▾
Order Status Request 2	Online ▾
Order Response Documents	Online ▾
Notifications	
Type	Send notifications when...
Order	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable.
	<input type="checkbox"/> Send a notification when a new collaboration request against an existing order is received.
	<input type="checkbox"/> Send a notification when purchase order inquiries are received.
Purchase Order Inquiry	<input type="checkbox"/> Send a notification when purchase order inquiries are undeliverable.
Time Sheet	<input type="checkbox"/> Send a notification when time sheets are undeliverable.

Select Electronic Invoice Routing Method

Methods and Tax Details

1. **Select** Electronic Invoice Routing.
2. **Choose** one of the following methods for Electronic Invoice Routing: Online; cXML; EDI. It is recommended to configure Notifications to email (the same way as in Order Routing).
3. **Click** on Tax Invoicing and Archiving sub-tab to enter Tax Id, VAT Id and other supporting data which will prepopulate your invoices.

Company Settings

- jUnitOrg - LV8b8ft...
ANID: AN02003380348
Standard Package
- Company Profile
- Service Subscriptions
- Account Settings
- Customer Relationships
- Users
- Notifications
- Account Hierarchy
- View All
- Network Settings
- Electronic Order Routing
- 1 Electronic Invoice Routing
- Accelerated Payments

Electronic Order Routing | Electronic Invoice Routing | Accelerated Payments

General | Tax Invoicing and Archiving 3

Capabilities & Preferences

Sending Method

Document Type	Routing Method 2
Invoices	Online 2
Customer Invoices	Online cXML EDI

Tax Classification: []

Taxation Type: []

3 Tax Id: [] Do not enter dashes

State Tax Id: [] Do not enter dashes

Regional Tax Id: [] Do not enter dashes

Vat Id: []

VAT Registered

VAT Registration Document: <No document>
Upload...

Configure Your Remittance Information

Mandatory for all suppliers

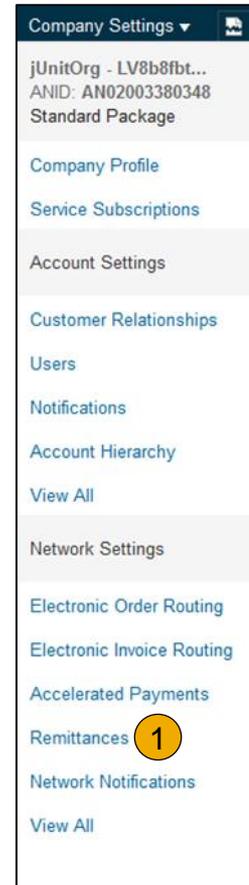
ArcelorMittal requires the input of bank details on the invoice.

The bank account number mentioned on the invoice must match one of the bank accounts registered and validated in the SAP of ArcelorMittal.

This information is to be configured directly in your Ariba Network account (company profile).

Note that this configuration on the network doesn't influence the payment method of ArcelorMittal as defined in SAP.

1. From the **Company Settings** dropdown menu, select **Remittances**.



Configure Your Remittance Information

Remittance address(es)

1. **Click** Create to create new company remittance information, or Edit, if you need to change existing information.
 2. **Complete** all required fields marked by an asterisk in the Remittance Address section.
You may create multiple entries if relevant but one needs to be default
 3. **Select** one of your Remittance Addresses as a default if you have more than one.
- Note: a remittance address is linked to one bank account. As such if you use different bank accounts, you need to create different remittance addresses and define the default one. Upon creating an invoice, don't forget to select the appropriate remittance address.**
4. **If requested, assign Remittance IDs** for this address for each of your customers. Customers may ask you to assign IDs to your addresses so they can refer to the addresses uniquely. Each customer can assign different IDs.

Network Settings

Electronic Order Routing Electronic Invoice Routing Accelerated Payments Settlement

* Indicates a required field

EFT/Check Remittances

Address ↑	City	State

↳ Edit Delete Create

Create Remittance Address / Payment Info

Add a remittance address. Indicate your preferred payment method for the new address. Then, enter information it to send you payments.

➔ Do not enter personal bank account information. Enter only corporate bank details.

* Indicates a required field

Remittance Address

Address 1:*

Address 2:

Address 3:

Address 4:

City:*

State:

Postal Code:*

Country:* United Kingdom [GBR]

Contact: Select contact ▾

Make this address default

Remittance ID Assignment

Customer ↑	Remittance ID
	<input type="text"/>

Configure Your Remittance Information

Payment Methods

Further down the page

1. Select **include bank account information in invoices** to ensure smooth invoice processing
2. Select **Preferred Payment Method** from a drop-down box: Check, Credit card or Wire.
Note: This does not influence the method of payment defined in ArcelorMittal's SAP.
3. Complete the details for **Wire transfers**. Depending on your location, some fields may be required even if they are not marked with *.
4. Select if you do or do not **accept credit cards** and click OK when finished.

1 Include Bank Account Information in invoices.

Payment Methods

Preferred Payment Method: Select method

ACH

Account Name:

Account #:

Confirm Account #:

Account Type: Select method

ABA: AribaPay US Bank Only

Confirm ABA: Credit Transfer US Bank Only

Bank Name: Cash

2

WIRE TRANSFER 3

Beneficiary Bank

Account Name:

Account #:

Confirm Account #:

Account Type: Select account type

Select bank id:

Confirm Bank Id:

Bank Name:

Branch Name:

Address 1:

Address 2:

Address 3:

City:

State: (no value)

Zip:

Country: (no value)

Bank Phone: Country Area Number

Bank Phone: USA 1

Credit Card 4

Accept credit card: Yes No

Review Your Relationships

Current and Potential

1. **Click** on the Customer Relationships link in the **Company Settings** menu.
2. **Choose** to accept customer relationships either automatically or manually.
3. **In the Pending Section**, you can Approve or Reject pending relationship requests. In the **Current Section**, you can review your current customers' profiles and information portals. You can also review rejected customers in the **Rejected Section**.
4. **Find** potential customers in Potential Relationships tab.

Company Settings

- jUnitOrg - LV8b8ft...
ANID: AN02003380348
Standard Package
- Company Profile
- Service Subscriptions
- Account Settings
- Customer Relationships** 1
- Users
- Notifications
- Account Hierarchy
- View All
- Network Settings
- Electronic Order Routing
- Electronic Invoice Routing
- Accelerated Payments

Account Settings

Customer Relationships Users Notifications Account Hierarchy

Current Relationships Potential Relationships 4

I prefer to receive relationship requests as follows:

Automatically accept all relationship requests Manually review all relationship requests

Update 2

Pending

Customer	Requested Date ↓
No Items	

Approve Reject 3

Current

Customer	Approved Date
<input type="checkbox"/> jUnitOrg - 5WQz9VD565589b21009590920	25 Nov 2015

Reject

Rejected

Customer	Rejected Date ↓
No Items	

Set Up User Accounts

Roles and Permission Details

Administrator

- There can only be one administrator per ANID
- Automatically linked to the username and login entered during registration
- Responsible for account set-up/configuration and management
- Primary point of contact for users with questions or problems
- Creates users and assigns roles/permissions to users of the account

User

- Up to 250 user accounts can exist per ANID
- Can have different roles/permissions, which correspond to the user's actual job responsibilities
- Can access all or only specific customers assigned by Administrator

Set Up User Accounts

Create Roles and Users (Administrator Only)

1. **Click** on the Users tab on the **Company Settings** menu. The **Users** page will load.
2. **Click** on the **Create Role** button in the Manage Roles section and type in the Name and a Description for the Role.
3. **Add Permissions to the Role** that correspond to the user's actual job responsibilities by checking the proper boxes and click save to create the role.

4. **To Create** a User Click on Create User button and add all relevant information about the user including name and contact info.

Select a role in the Role Assignment section and Click on Done. You can add up to 250 users to your Ariba Network account.

Set Up User Accounts

Modifying User Accounts (Administrator Only)

1. **Click** on the Users tab.
2. **Click** on Edit for the selected user.
3. **Click** on the Reset Password Button to reset the password of the user.
4. **Other options:**
 - Delete User
 - Add to Contact List
 - Remove from Contact List
 - Make Administrator

Account Settings

Customer Relationships **Users** Notifications Account Hierarchy

Manage Users

Manage users for your Ariba account. If you enter an email alias, specify the alias owner's name and phone number.

Users

<input type="checkbox"/>	Username ↑	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned
<input type="checkbox"/>	rebecca.novotny@sap.com	rebecca.novotny@sap.com	Rebecca	Novotny	No	All Access

↳ Edit Delete Add to Contact List Remove from Contact List Make Administrator Create User

Edit User

View user information, revise role assignments, or reset user passwords. Ariba recommends only using the reset password functionality. Password on the Ariba log in page if they forget their password. When you click Reset Password, Ariba resets the password and sends a

Selected User Information

Username: rebecca.novotny@sap.com
Email Address: rebecca.novotny@sap.com
First Name: Rebecca
Last Name: Novotny
Office Phone:

This user is the Ariba Discovery Contact

Reset Password

Enhanced User Account Functionality

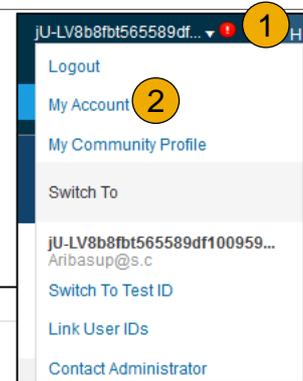
1. Click on your **name** in top right corner, to access the User Account Navigator. It enables you to:
 - Quickly access your personal user account information and settings
 - Link your multiple user accounts
 - Switch to your test account

Note: After your multiple user accounts are linked, the User Account Navigator displays the multiple accounts.

2. Click on **My Account** to view your user settings.
3. Click **Complete** or update all required fields marked by an asterisk.

Note: If you change username or password, remember to use it at your next login.

4. Hide **personal information** if necessary by checking the box in the Contact Information Preferences section.



A screenshot of the 'Account Information' and 'Preferences' sections of the user account settings page. The 'Account Information' section includes fields for Username (* user@email.com), Email Address (* user@email.com), First Name (*), Middle Name, Last Name (*), and Business Role (Business Owner). A yellow circle '3' is next to the Last Name field. The 'Preferences' section includes Preferred Language (English), Preferred Timezone (ECT), and Default Currency (Euro) with a 'Select Currency' button. A checkbox for 'Allow Me to Save Filter Preferences in the Inbox/Outbox' is present. The 'Contact Information' section is partially visible at the bottom.

A screenshot of the 'Contact Information Preferences' section. It contains a text box with instructions: '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.' Below the text is a checked checkbox labeled 'Hide my personal contact information.' and a yellow circle '4'.

Link Accounts Via an Account Hierarchy

Linkage between individual accounts for account management purposes

The administrator of the Parent account can log into the child account and take the following actions:

- Change settings on the child account and complete the company profile

The administrator of the Parent account cannot take following actions:

- View buyers on the Child account
- Create any documents (PO confirmations, Ship Notices, Invoices)
- Run Reports

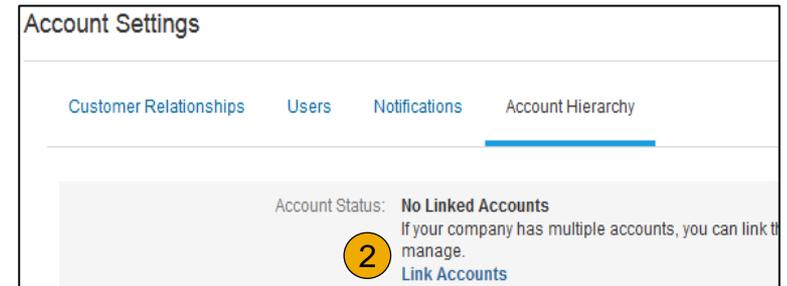
Create an Account Hierarchy

1. From the **Company Settings** menu, click Account Hierarchy.
2. To add child accounts click on Link Accounts.

The **Network** will detect if there is an existing account with corresponding information.

On the next page either log in as an Administrator or send a request through an online form as a Not Administrator.

Once the request is confirmed by a child account administrator, the name of the linked account is displayed on the Account Hierarchy page.



Set Up a Test Account

To set up your Test Account, you need to be on the tabular view of your Ariba Network Production Account.

1. **Click** your name in top right corner and then select Switch to Test ID. The Switch To Test Account button is only available to the account Administrator. The administrator can create test account usernames for all other users needing access to the test account.

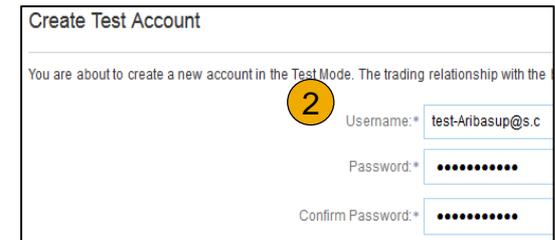
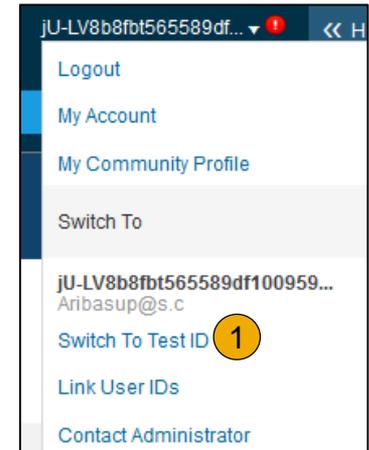
Click OK when the Ariba Network displays a warning indicating You are about to switch to Test Mode.

2. **Create** a Username and Password for your test account and click OK. You will be transferred to your test account.

- Your Test account should be configured to match your Production account. This will ensure the testing results are consistent with what will result in Production. Once you have set up your test account, you are ready to receive a test purchase order.

Note: Test account transactions are free of charge.

3. **The Network** will always display which mode you are logged into, (Production or Test). Your **Test account ID** has the suffix “-T” appended to your Ariba Network ID (ANID).



Ariba Network Help Resources

Customer Support

**Supplier Information
Portal**

Additional Resources

[Ariba.com Links](#)

[Troubleshoot Your Invoices](#)

Supplier Support During Deployment



Ariba Network Registration or Configuration Support

- Registration
- Account Configuration • elive.arcelormittal@ariba.com



ArcelorMittal Enablement Business Process Support

elive.contact@arcelormittal.com



ArcelorMittal Supplier Information Portal

- [How to Find the Supplier Information Portal](#)

Other Help

- [Useful Links](#)
- [Standard Documentation](#)

Supplier Support Post Go-Live



Global Customer Support

Click the icon to the left to find the appropriate support line.

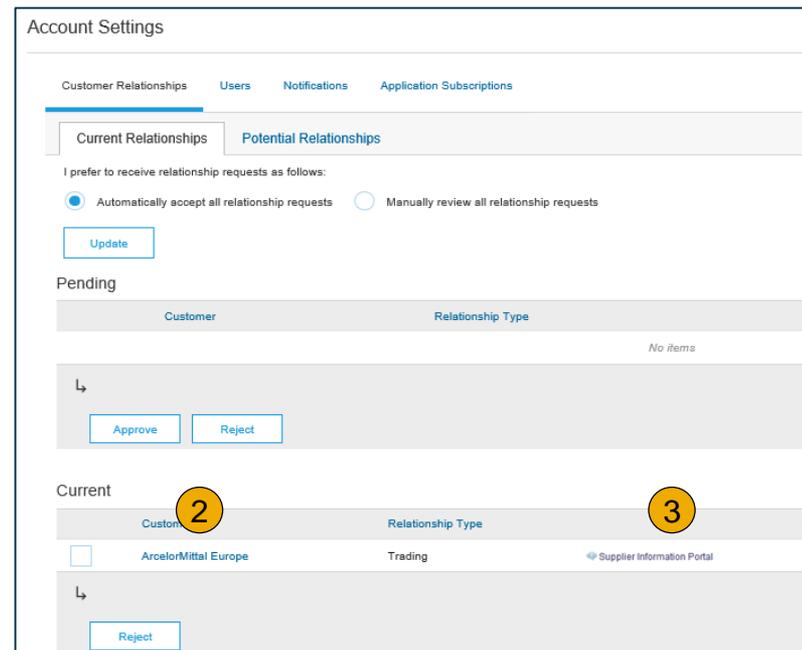
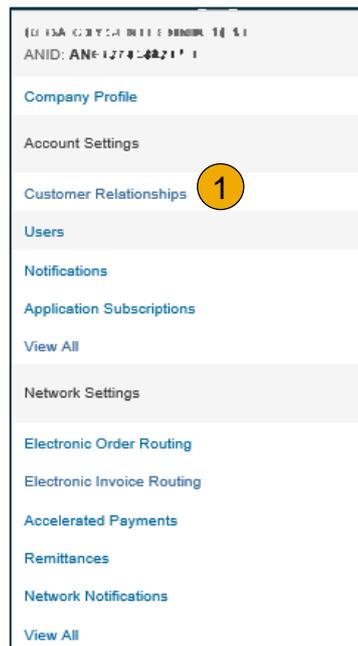
Online Help

- [Help Center](#)
- [Ariba Exchange User Community](#)

Training & Resources

ArcelorMittal Supplier Information Portal

1. Select the **Company Settings** Menu in the top right corner and then click the Customer Relationships link.
2. Select **ArcelorMittal Europe** to view transactional rules: the Customer Invoice Rules determine what you can enter when you create invoices.
3. Select **Supplier Information Portal** to view documents provided by your buyer



Useful Links

Useful Links

- **Ariba Supplier Pricing page** - <http://www.ariba.com/suppliers/ariba-network-fulfillment/pricing>
- **Ariba Network Hot Issues and FAQs** - <https://connect.ariba.com/anfaq.htm>
- **Ariba Cloud Statistics** – <http://trust.ariba.com>
 - Detailed information and latest notifications about product issues and planned downtime - if any – during a given day
- **Ariba Discovery** - <http://www.ariba.com/solutions/discovery-for-suppliers.cfm>
- **Ariba Network Notifications** - <http://netstat.ariba.com>
 - Information about downtime, new releases and new features

Troubleshoot Your Invoice Issues

How do I know
which type of
invoice to
create?

What does this
error message
mean?

How do I cancel
an invoice that
I've sent?

How do I edit and
resubmit an
invoice that I've
sent?

What should I do
if my invoice has
been rejected?

Can I resend a
failed or rejected
invoice with the
same invoice
number?

How do I tell
when my invoice
will be paid?

[Back to Invoicing](#)

**Thank you for joining the
Ariba Network!**