

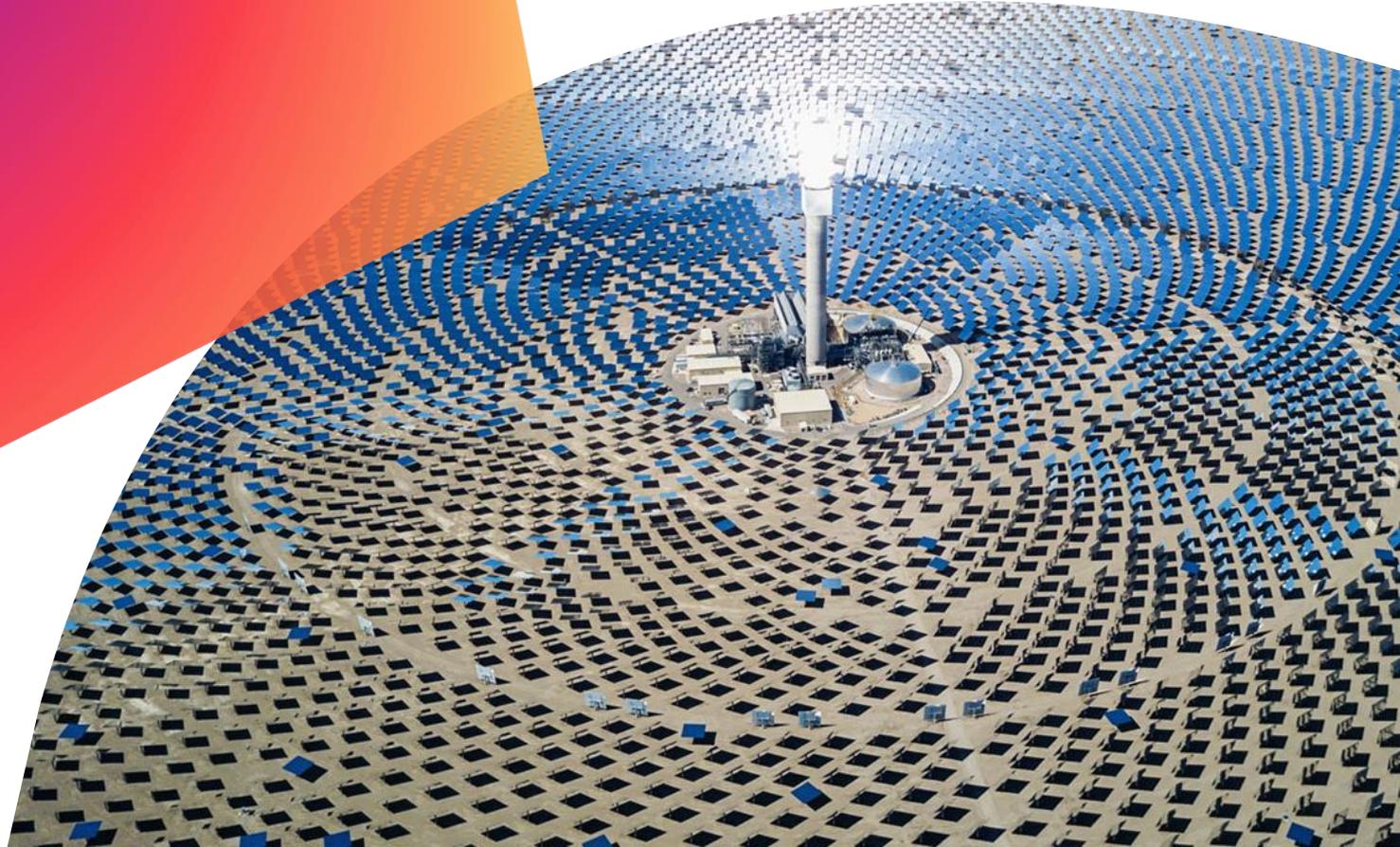
Supplier Onboarding Campaign 2024

Quick Start Guide

Ariba Network



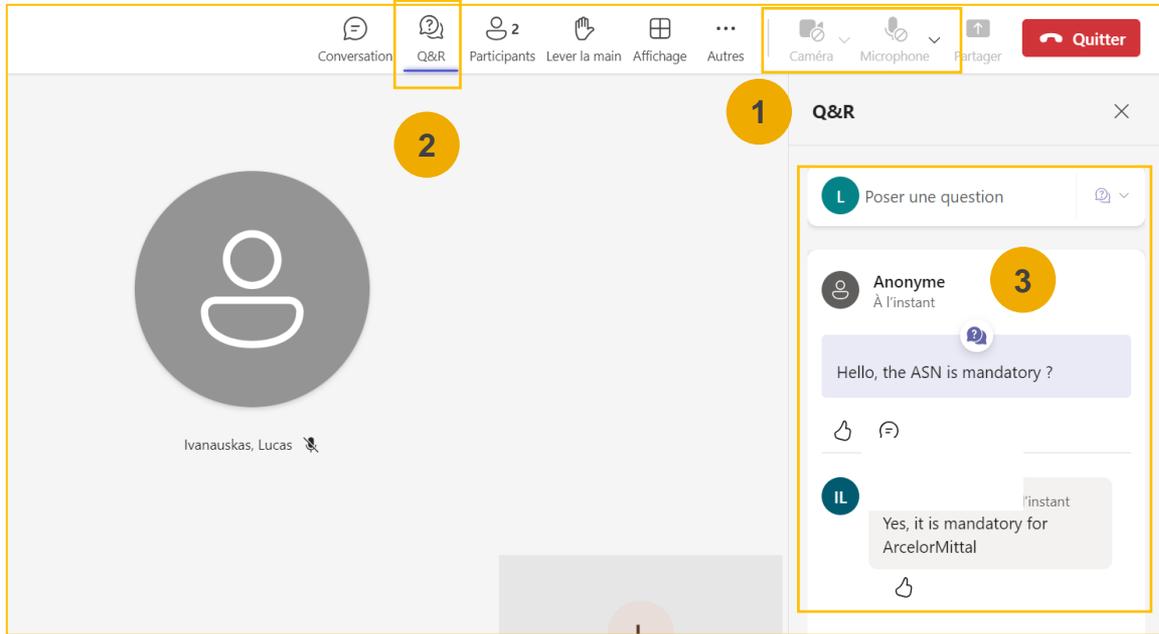
ArcelorMittal



Summary

1. [Introduction](#)
2. [How to register on Ariba](#)
3. [How to setup your account](#)
4. [Trainings & resources](#)
5. [Next Steps](#)

How do I use Teams and ask questions?



- When you connect to the meeting, here's what you need to know:

- 1** Your camera and sound will be disabled. It will not be possible for you to reactivate them.
- 2** You will be able to ask ArcelorMittal questions via the Questions & Answers (Q&A) tab. As your audio will be deactivated, the only way to exchange with ArcelorMittal will be to ask questions via this Q&A tab
- 3** ArcelorMittal will answer your questions by reading them out loud and providing an answer that will benefit the other participants. If your question is specific, it will be answered individually by email after the webinar.

1. Introduction

Orders in Ariba : Go-live Date

- As valued partners, we at ArcelorMittal are committed to streamlining your ordering experience. **Effective November 2024, we are pleased to announce that all your future orders will be sent via the Ariba Network.** This classic and user-friendly platform will offer a simplified ordering process.
- You will receive your first PO via our new electronic platform. **Paper orders in hard copy form will no longer be issued as of now**
- To ensure a smooth transition, **we will be hosting a series of classic webinars** in the coming weeks, guiding you through the registration and configuration of your Ariba account. **Your participation is essential.**
- **ArcelorMittal covers all Ariba fees for transactions you have with ArcelorMittal.**



**ALL ORDERS YOU WILL RECEIVE FROM ARCELORMITTAL WILL
BE EXCLUSIVELY ON Ariba FROM NOVEMBER 2024**



AM Europe – Flat Products and SAP Ariba® - Context & Objectives

- **ArcelorMittal Europe - Flat products** has embarked on a digitalization journey for its procurement department with several objectives:



- Within its project of **deploying a source-to-pay solution**, ArcelorMittal Europe- Flat products has opened platforms to digitalize exchanges with its suppliers :
 - digiPACE Ivalua® is already available to manage sourcing events, contracts, supplier master data and
 - **SAP Ariba® is to manage all purchase orders (POs), to send POs confirmation, ASNs and do reception, as well as to manage invoicing with all our suppliers.**
- With this digitalization project, **as of today, we have registered over 4,000 suppliers on Ariba.** From September 2024, **we are starting a new wave of supplier onboarding to onboard new suppliers in addition to these 4,000 suppliers** and to further increase **our rate of suppliers and orders transmitted by Ariba.**
- For invoicing part, ArcelorMittal **recommends to submit invoices through Ariba**, but we will continue to accept PDF or paper invoices.



Importance of Order Confirmation for ArcelorMittal

- **Order Confirmation plays a critical role** in ensuring smooth transactions between our organizations.
- It is **the formal agreement** of an order placed by our organization, and the **agreement between the buyer and the supplier**, and not a technical acknowledgment.
- By confirming the order, you affirm **your commitment to fulfilling the specified requirements** within the agreed-upon terms and conditions of the order, **such as price, quantity or delivery date.**
- To keep this project rolling, **we would like our suppliers to:**
 - Listen to this summit and ask any questions
 - **Confirm future orders**

! ArcelorMittal is relying on you to confirm 100% of your upcoming Purchase Orders



Importance of ASN for ArcelorMittal

- **Advanced Shipping Notice (ASN) or Ship Notice** is a document used in Ariba to provide **advance notification of an upcoming shipment**.
- It contains **detailed information about the goods being shipped** and is typically sent by a **supplier to a buyer before the actual physical delivery of the products**.
- The ASN serves as a communication tool that allows both parties to **better plan, coordinate, and manage the logistics and the inventory management**
- **The ASN does not concern service orders, only materials orders.**

! ArcelorMittal is relying on you to create ASN for all of your materials orders

ArcelorMittal Europe - Flat Products and SAP Ariba® Order flow

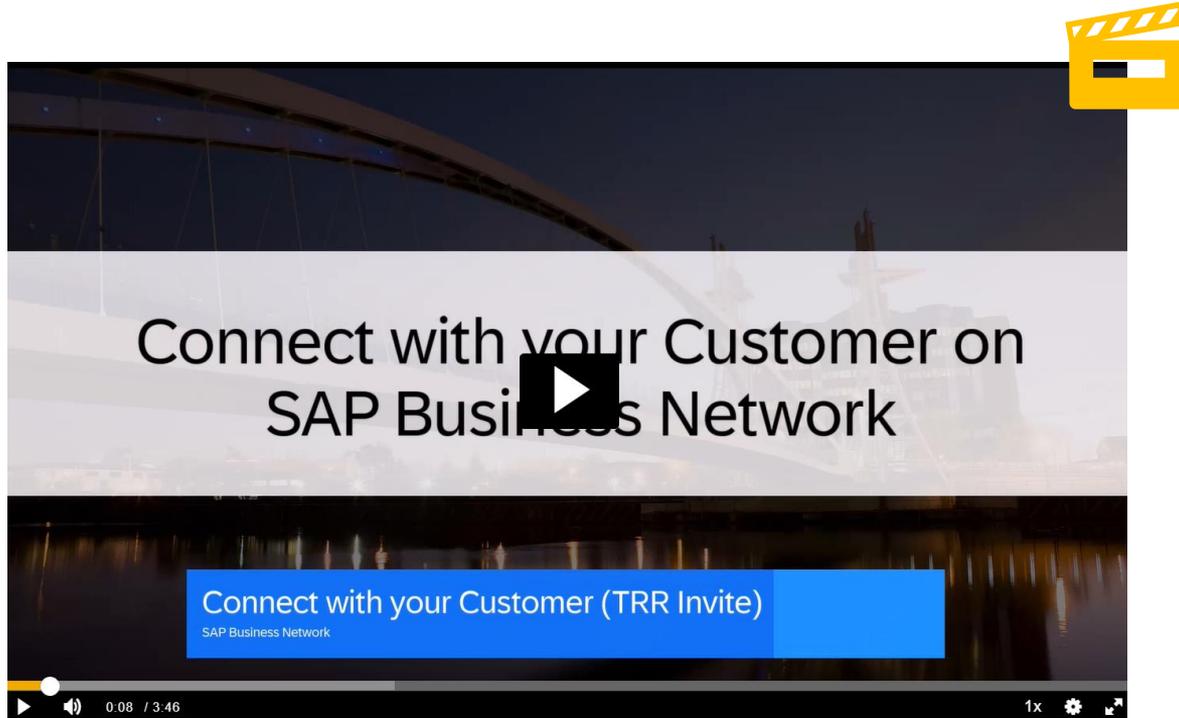
- **The ordering process between SAP and the supplier on the Ariba Network** includes several steps:



2. How to register on Ariba

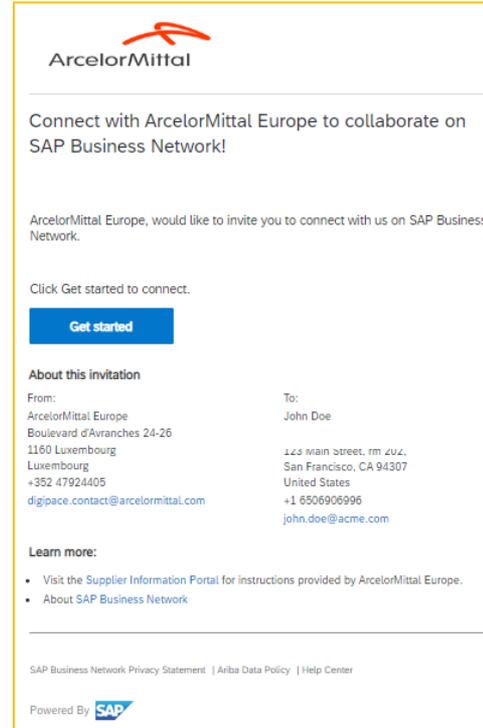
Video : How to connect with ArcelorMittal in Ariba and how to configure account?

- [Video Link : Accept TRR + Configure Account & Order Routing](#)



Accept Your Invitation through the TRR email (Trade Relationship Request)

1. The invitation is referred to as the Trading Relationship Request, or TRR. This e-mail contains information about transacting electronically with ArcelorMittal.
2. Click the link in the emailed letter to proceed to the registration or the connection with ArcelorMittal in Ariba platform.



Accept Your Invitation through the Interactive Purchase Order email

1. The second way to be connected in Ariba with ArcelorMittal is the Interactive Purchase Order email.
2. To register on Ariba, from Mid-November you will receive an invitation email from ArcelorMittal containing a Purchase Order.
3. In order to access and confirm your purchase orders as well as to create ASNs, please click on the "Process Order" button below and follow the procedure indicated.

<Buyer Name> 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 <Buyer Name>

Dear Supplier,

We are pleased to announce you that our new e-LIVE SAP Ariba platform is now live and our 2024 onboarding campaign is launched. You have received today your first PO via our new electronic platform. As of today, we are sending all orders via the Ariba Network.

In order to access and confirm your purchase orders as well as to create ASNs, please click on the "**Process Order**" button below and follow the procedure indicated.

We would like to continue to develop the relationship and collaboration with your company, using the SAP Ariba@Network. Therefore, we count on your cooperation. Thank you very much in advance.

In case of process related questions please contact us: digipace.contact@arcelormittal.com

Kind regards, Anind Banerjee, Head of Purchasing Transformation & Compliance,
Arcelor

Note: F

Demo 1

Market

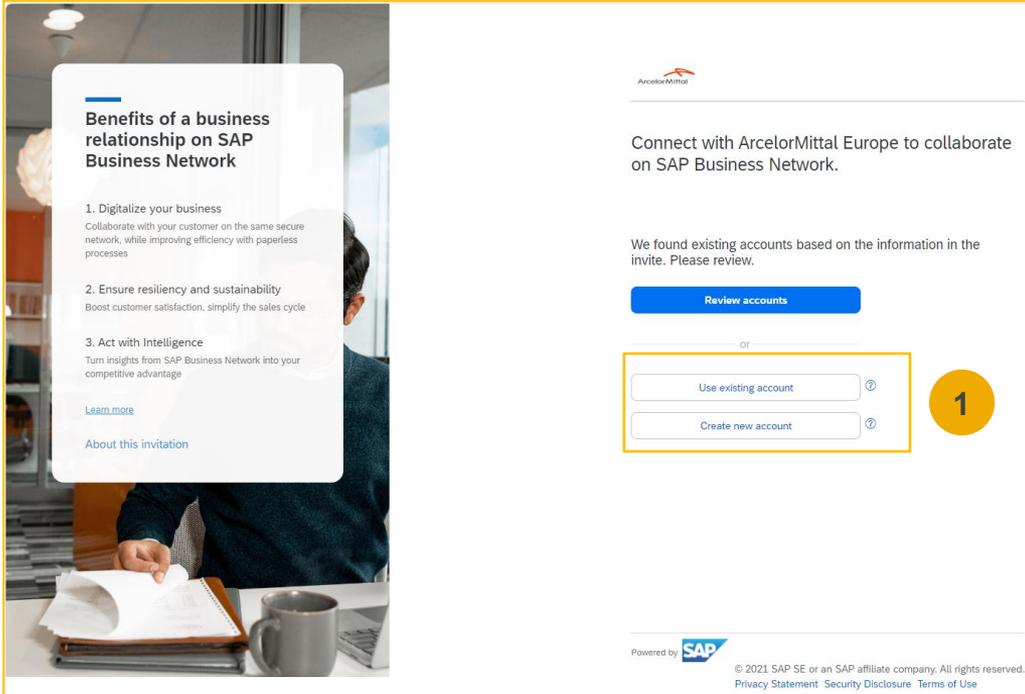
Help p



First Time User or Existing User?

First Time User

Existing User



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](#)

ArcelorMittal

Connect with ArcelorMittal Europe to collaborate on SAP Business Network.

We found existing accounts based on the information in the invite. Please review.

[Review accounts](#)

OR

ⓘ

ⓘ

1

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[Privacy Statement](#) [Security Disclosure](#) [Terms of Use](#)

1. If you have existing account, click on **“Use Existing Account”**, if you don’t Ariba Account (ANID), click on **“Create new Account”**

Register as a New User

1. To create new Ariba account, click on “Create new Account”

ArcelorMittal

Connect with ArcelorMittal Europe to collaborate on SAP Business Network.

We found existing accounts based on the information in the invite. Please review.

Review accounts 1

or

Use existing account ?

Create new account ?

By creating an account you accept the customer's request to enter into a business relationship.

Register as a New User

1. Enter all fields marked required with an asterisk (*) including:

- **Company Name**
- **Address**
- **City**
- **State**
- **Zip**
- **First and Last Name**
- **Email**
- **Password**
- **Business Role**

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

3. Click on **Create account** to proceed to your home screen.

ArcelorMittal

Create an account to connect and collaborate with ArcelorMittal Europe on SAP Business Network

Company information ⓘ

DUNS number

Don't know your DUNS number?

Company (legal) name *

Country/Region *

Address line 1 *

Address line 2

Postal code *

City *

State

Vat ID

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.

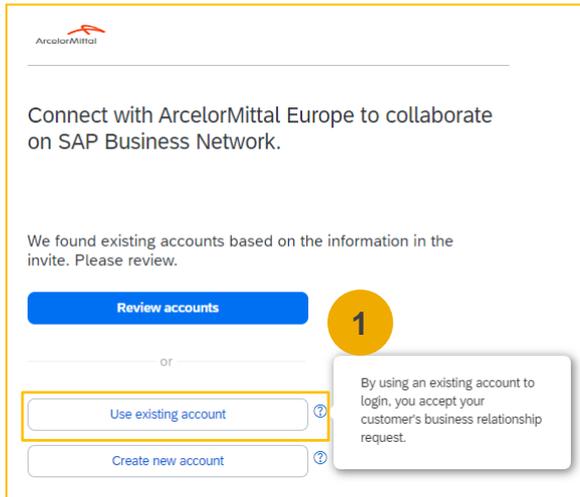
I'm not a robot  [Privacy](#) · [Terms](#)

Create account

Register as an Existing User

For existing user/existing account :

1. Click on Use Existing Account
2. Log in using your current Ariba username and password in order to accept the relationship with ArcelorMittal.



ArcelorMittal

Connect with ArcelorMittal Europe to collaborate on SAP Business Network.

We found existing accounts based on the information in the invite. Please review.

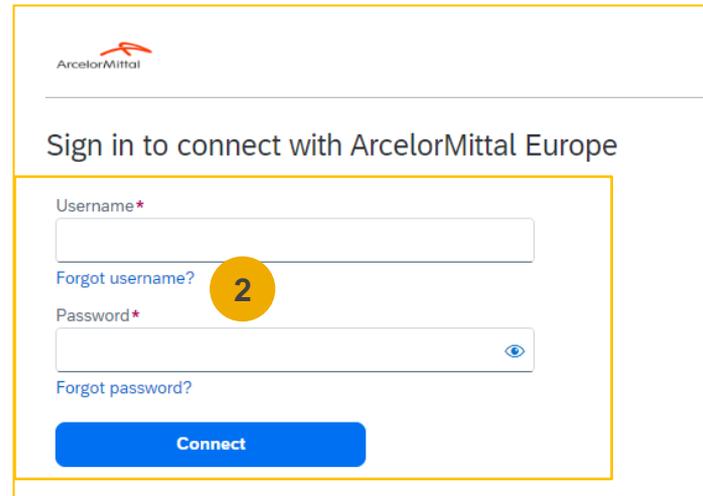
[Review accounts](#)

or

[Use existing account](#) 1

[Create new account](#)

By using an existing account to login, you accept your customer's business relationship request.



ArcelorMittal

Sign in to connect with ArcelorMittal Europe

Username*

[Forgot username?](#) 2

Password*

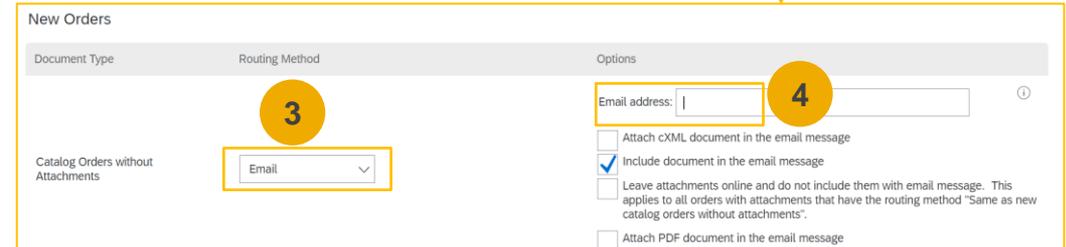
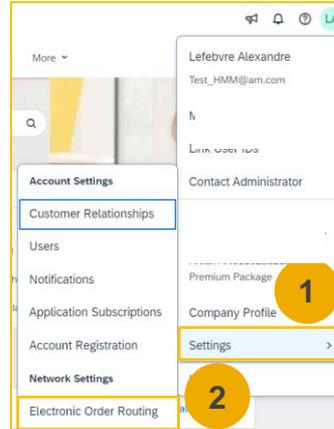
[Forgot password?](#)

[Connect](#)

3. How to setup your account

Select Order Transmission Method in Ariba

1. From the Home Screen click the **Settings** menu dropdown.
2. Select **Electronic Order Routing** under **Network Settings**.
3. Choose one of the following routing methods for your purchase orders:
 - **Online**
 - **cXML**
 - **EDI**
 - **Email**
 - **Fax**
 - **cXML pending queue** (available for Order routing only)
4. Configure your order recipient e-mail address

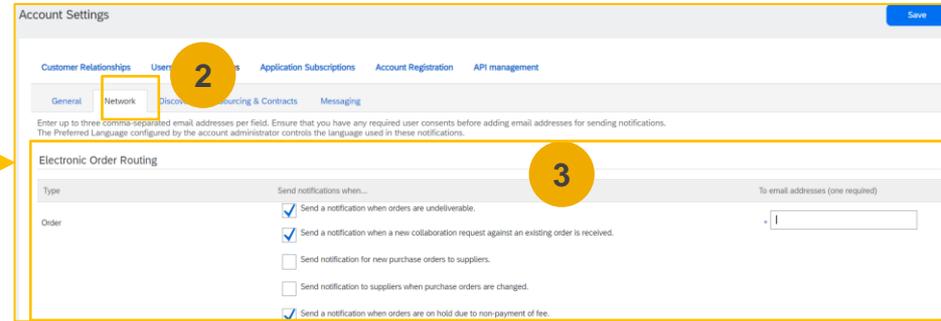
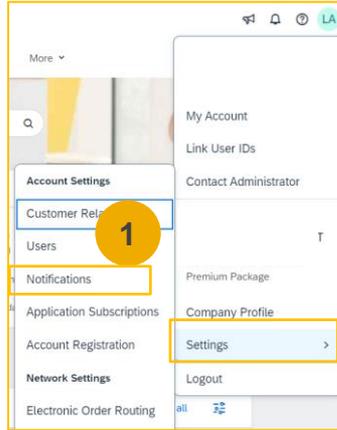


Following the same path, you can also specify a routing method for other document types, such order response documents, time sheets and other documents). Note that Order Response document is the Order Confirmation.

Select Electronic Order Routing Method 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.

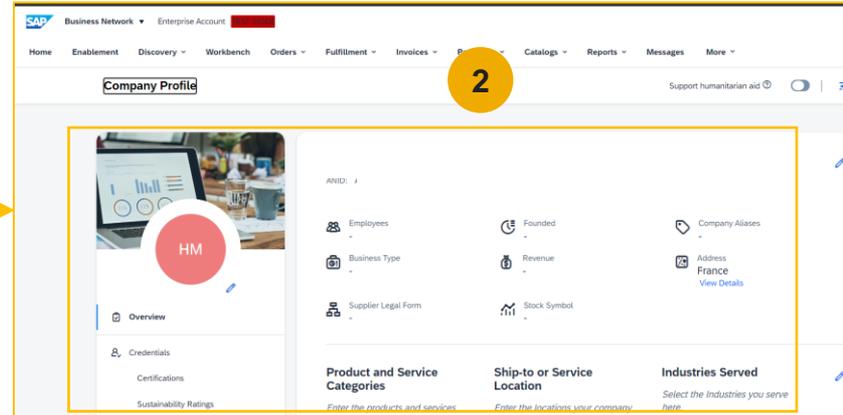
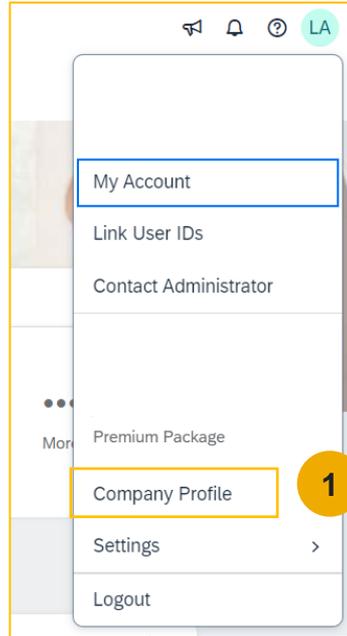
1. **Click** on Notifications under Company Settings.
2. **Network Notifications** can be accessed from here as well, or you may switch to the Network tab when in Notifications.
3. **You can enter up to 3** email addresses per notification type. You must separate each address with a comma but include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



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.

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



Set Up User Accounts

Roles and Permission Details

Administrator :

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

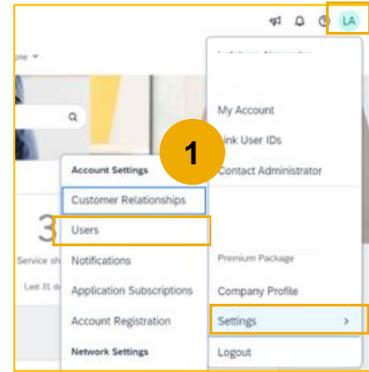
User :

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

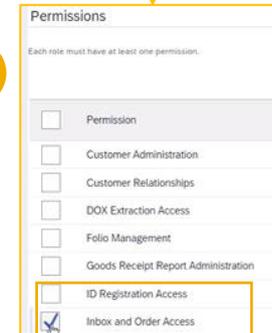
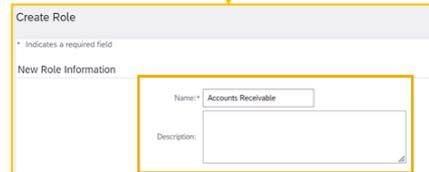
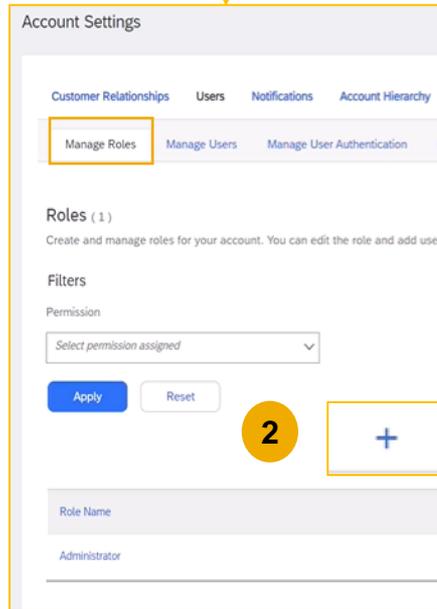
Set Up User Accounts

Create Roles (Administrator Only)

1. Click on the Users tab on the **Company Settings** menu.
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.

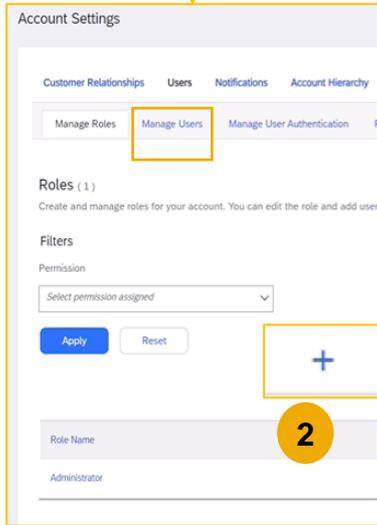
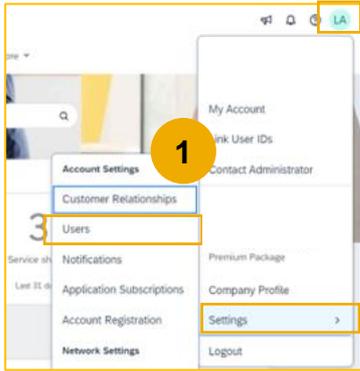


- To see orders, create order confirmations and ASNs, the dedicated role is called **"Inbox Access"**.
- To create invoices, the dedicated role is called **"Invoice Generation"**. To get this role activated, the user needs to have the roles **"Inbox Access"** and **"Outbox Access"**.

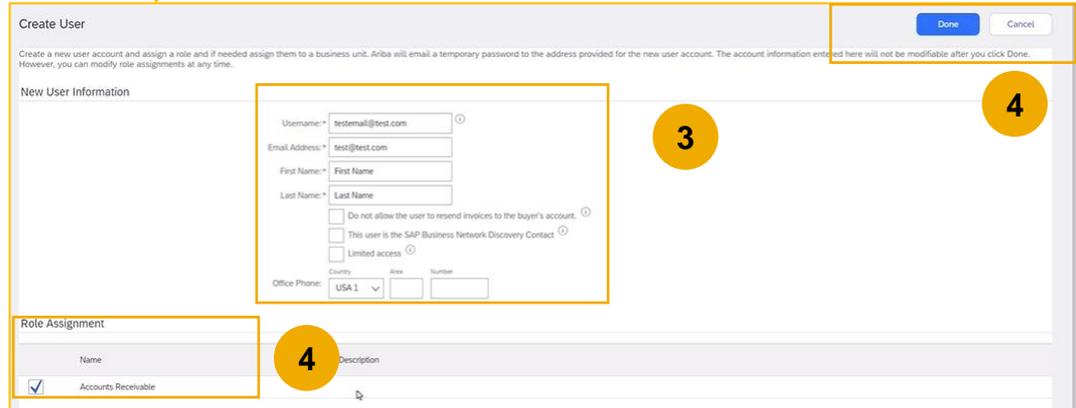


Set Up User Accounts

Create Users (Administrator Only)



1. Click on the Users tab on the **Company Settings** menu.
2. Click on the **Create Users** button in the Manage Users section
3. Fill in all the mandatory fields for the new user: Username, Email Address, First Name and Last Name
4. Assign a Role to the user and click on **Done**



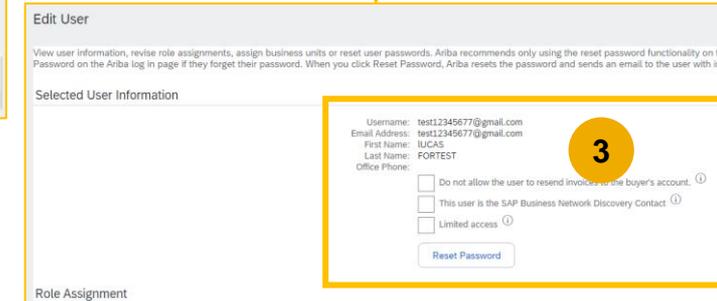
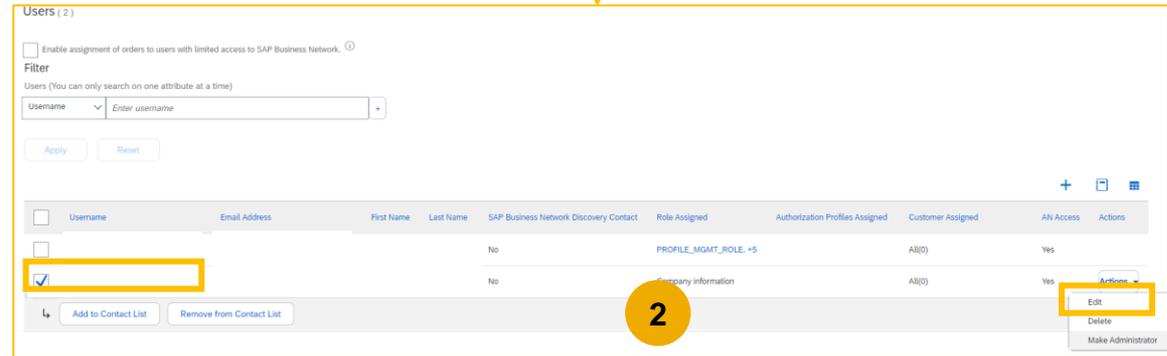
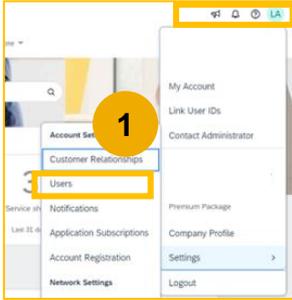
Set Up User Accounts

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.

Other options:

- Delete User
- Make Administrator



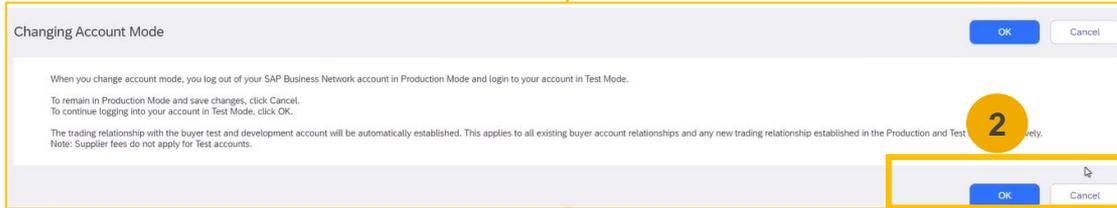
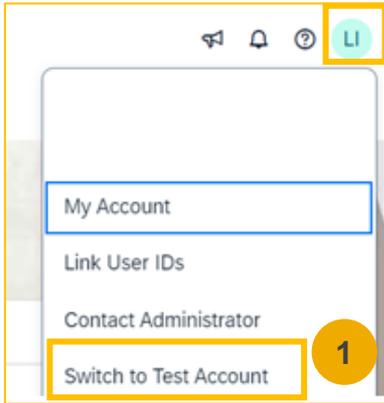
Set Up a Test Account

To set up your Test 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.
2. Click OK when the Ariba Network displays a warning indicating You are about to switch to Test Mode.
3. 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.

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).



How to filter by PO status

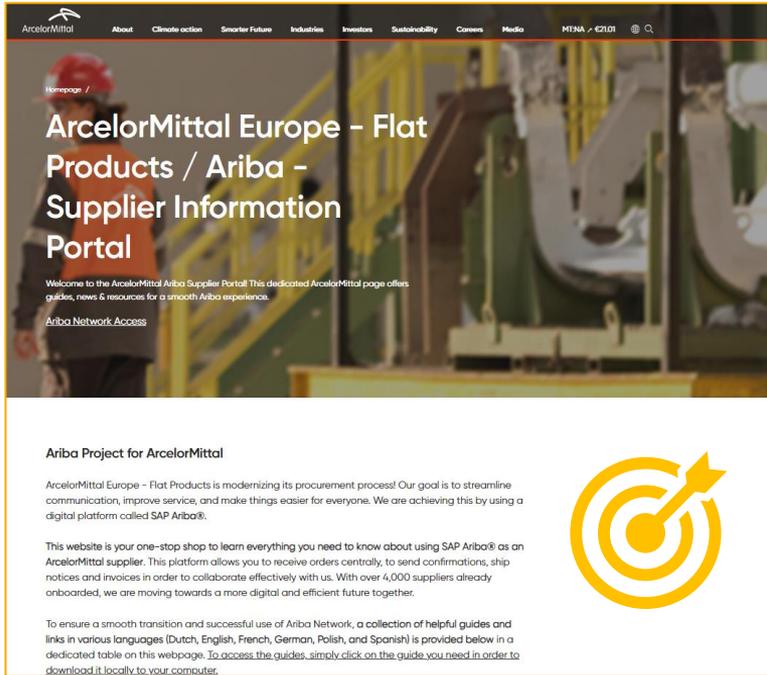
The screenshot displays the 'Orders' management interface. At the top, there are seven summary cards: Orders (9), Items to confirm (3), Items to ship (5), Return items (0), New orders (0), Changed orders (0), and Orders to invoice (4). Below these is a filter section for 'Orders (9)' with an 'Edit filter' link and a 'Last 31 days' filter. A yellow box labeled '1' highlights the filter options: Customers, Order numbers, Creation date (set to 'Last 31 days'), and Order status (set to 'Include'). Below the filters are 'Show more', 'Apply', and 'Reset' buttons. A table of orders is shown below, with a yellow box labeled '2' highlighting the 'Order Status' column. The table contains two rows of order data.

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
4002739210	ArcelorMittal Europe	€40 EUR	Sep 13, 2023	Partially Invoiced	€12 EUR	...
4002739203	ArcelorMittal Europe	€800 EUR	Sep 12, 2023	Invoiced	€800 EUR	...

1. You can **sort your orders by most recent or oldest**, creation date or order status
2. You can **filter by the status of each PO**

4. Support

ArcelorMittal New Supplier Information Portal dedicated to Ariba



Ariba - Supplier Information Portal					
	Account Set Up	Purchase Order	Order Confirmation	ASN	Invoice
Spanish	Account Set Up Guide.pdf Onboarding Guide.mp4	Purchase Order Guide.pdf	Confirmation Guide.pdf Webinar Guide.pdf	ASN Guide.pdf ASN Webinar Video.mp4 How To Create ASN Step by Step - Guide.mp4	Invoice Guide.pdf How To Create Invoice Guide.mp4

Ticket creation in Ariba	
Dutch	Ticket Creation.pdf
English	Ticket Creation.pdf
French	Ticket Creation.pdf
German	Ticket Creation.pdf
Polish	Ticket Creation.pdf
Spanish	Ticket Creation.pdf

Supplier Information portal Link :

<https://corporate.arcelormittal.com/ariba-supplier-information-portal>

Ariba Help Center : How to create a ticket ?

1. Start here to find your answer.

2. Browse below for our AI-based recommendations*

3. Choose from the options below to continue.

4. Search input: PO

5. Something else

6. Create a Case

Why can't I find a purchase order?
Why can't I find a purchase order(PO)? If you cannot find a PO. Make sure that you have an active customer relationship with your customer. Your customer name should be listed underneath the Current Relationships tab. If you

Support Note
Feb 23, 2023

What can I do if my customer sent a Purchase Order (PO) to the wrong account?
What can I do if my customer sent a Purchase Order (PO) to the wrong account? If your company has multiple Arriba Network ID (ANID) numbers, and your PO has been sent to the wrong ANID number, contact your customer. They must cancel the PO

FAQ
Sep 8, 2023

How do I enable customer-specific purchase order routing?
How do I enable customer-specific purchase order routing? To customize your routing method by customer: In the upper-right corner of the application, click [user initials] > Settings > Customer Relationships. Click Actions

FAQ
Sep 8, 2023

Purchase Orders (PO) are failing to reach the supplier integrated system (via cXML), but can be seen in the supplier's Inbox
Issue Purchase Orders (PO) failing to reach the supplier integrated system (via cXML), but can be seen in the supplier's Orders Tab in Arriba Network. The PO status is Failed in Arriba Network. The supplier has their routing method set 1

Support Note
Apr 3, 2022

Invoices listed as Non-PO although order number is specified
Issue Your invoice is listed as a Non-PO invoice although you have specified a Purchase Order (PO) number along with PO Date or Payload ID as Document Reference Cause The payload ID mentioned in the DocumentReference tag in th

Support Note
Apr 2, 2022

*Powered by SAP Incident Solution Matching

What do you need help with?

Find purchase order Confirm or reject purchase order Edit purchase order Question about the content of an order Process order through email Configure order routing and notifications Something else

Can't find what you're looking for?

Create a Case

Requested language of support: English [Change?](#)
Note: If agents are unavailable to support in the language you've chosen, support will be provided with the assistance of a translation service.

Tell us what you need help with.

Subject: PO issue

Full description: Affected items, expected results, etc.

3000 characters remaining

Attachment: [+](#)

Issue type: [v](#)

Issue area: [v](#)

PO/Invoice Number:

Top Recommendations:

- Why can't I find a purchase order?
- How do I create a purchase order-based invoice?

ArcelorMittal support: supplier.helpdesk@arcelormittal.com

Useful Links

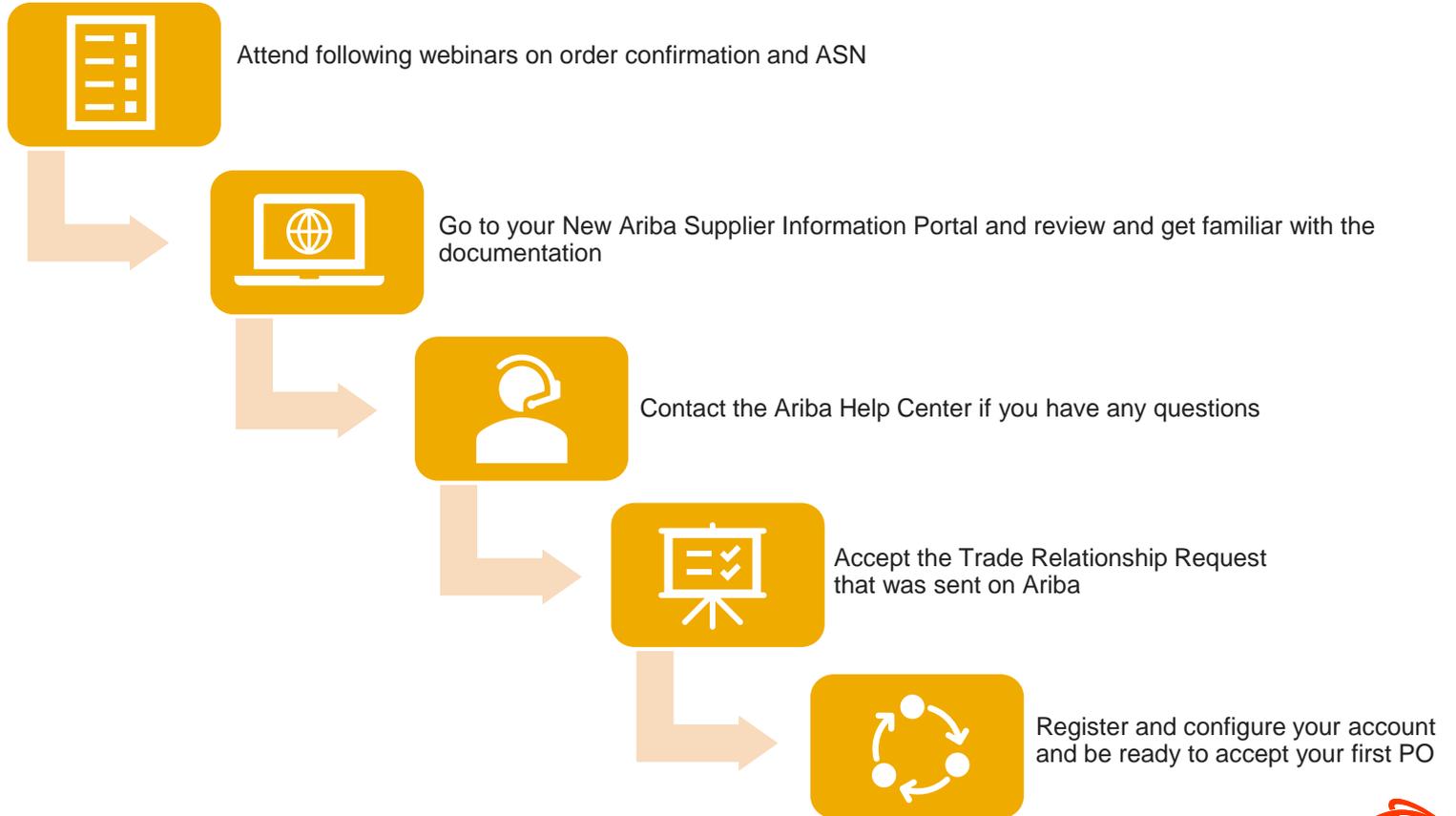
Ariba Network Portal : <https://supplier.ariba.com>

ArcelorMittal Ariba Supplier Information Portal : [Link](#)



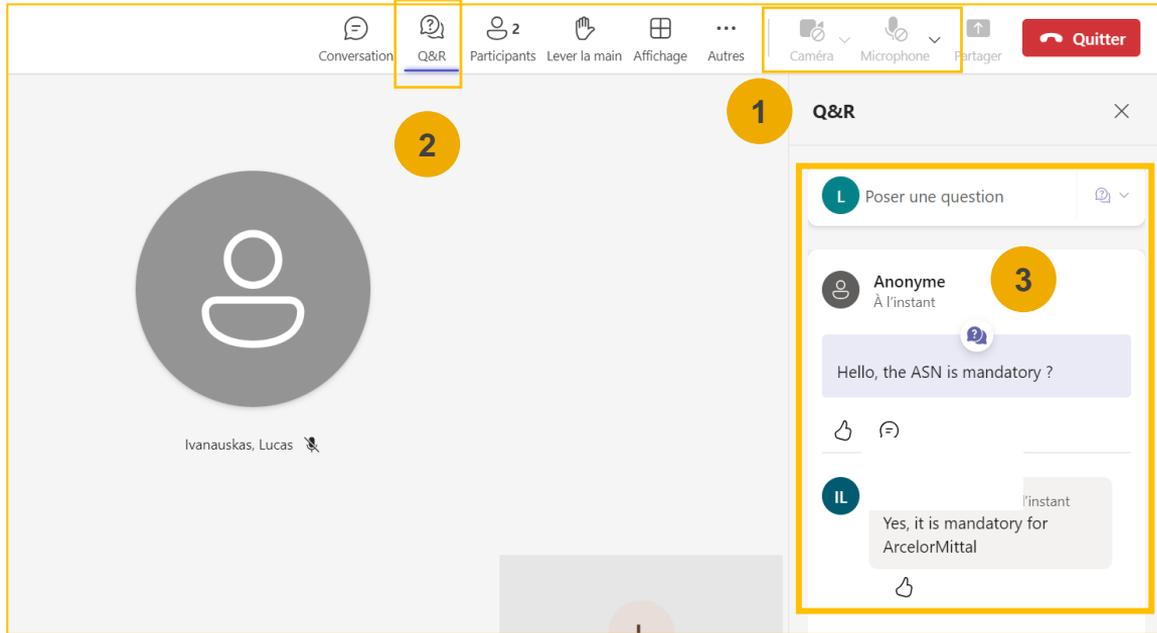
4. Next steps

Next Steps



• **THANK YOU.**

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- 3 ArcelorMittal will answer your questions by reading them out loud and providing an answer that will benefit the other participants. If your question is specific, it will be answered individually by email after the webinar.