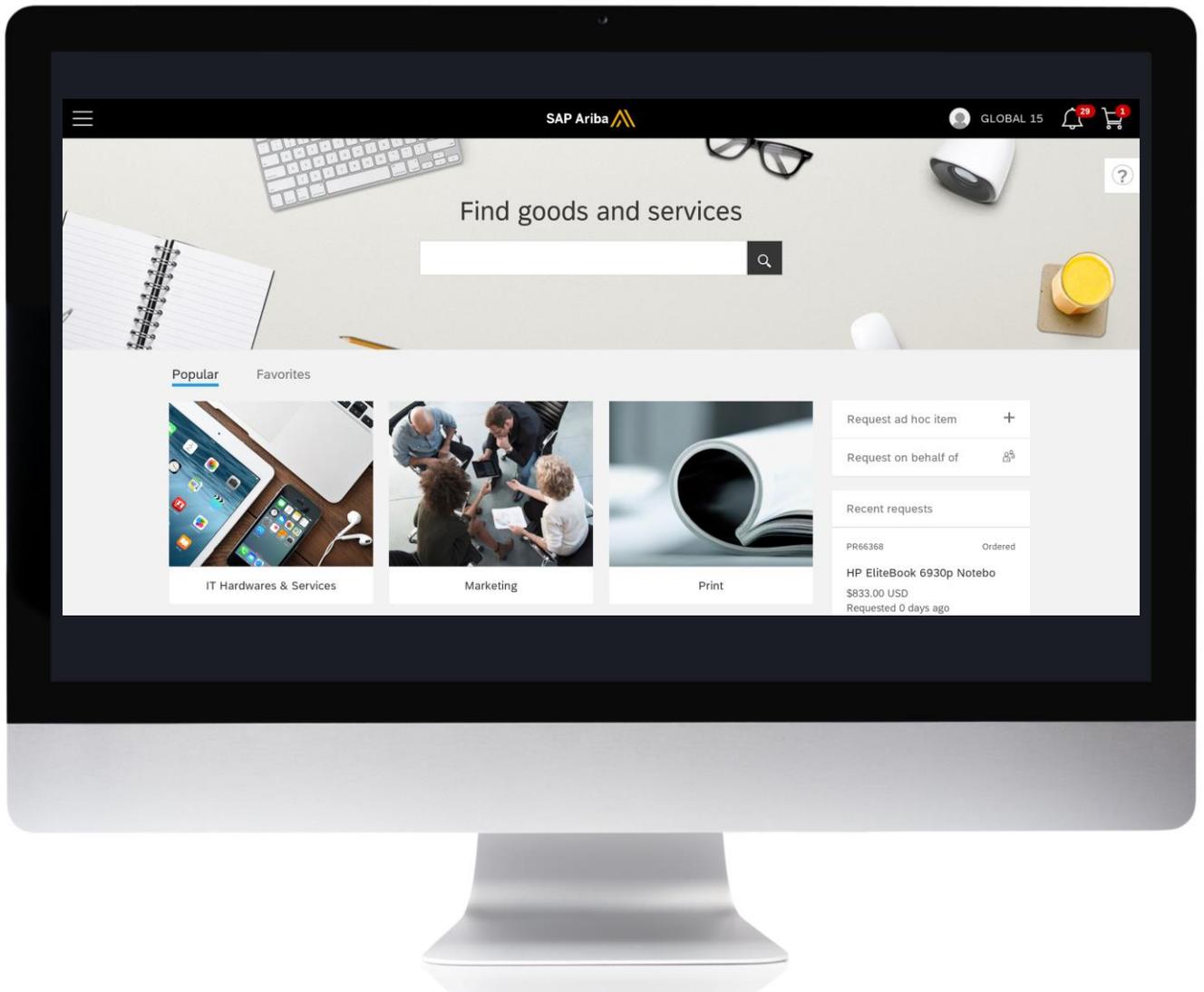


# SAP Ariba Supplier Management and Risk



# Table of Content

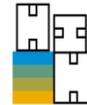
<b>Content</b>	<b>Page</b>
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# Solution Overview

## SUPPLIERS | SELL TO SETTLE



STRATEGIC SOURCING



PROCUREMENT

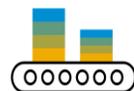
## Ariba Network



SUPPLIER  
MANAGEMENT



FINANCIAL SUPPLY  
CHAIN



SUPPLY CHAIN

## BUYERS | SOURCE TO SETTLE



SAP CLOUD  
PLATFORM



CUSTOMER VALUE  
SERVICES

**Note:** SAP Ariba Procurement Analytics included in all solutions

# URLs and Login Credentials

For **Buyer** activities access the demo environment via:

- Supplier registration <https://sapse.invisionapp.com/share/9WE6KJG8T>
- Supplier Qualification and Risk  
<https://s1-2.ariba.com/Buyer/Main?realm=StratusLabs>

Each of the following users is representing a category manager and is assigned to one category. Please note down your category, you will need it for the qualification process initiation.

No.	User name SLP	User name Risk	Category
1	slp225	sr225	Commercial and Military and Private Vehicles
2	slp226	sr226	Defense and Law Enforcement
3	slp227	sr227	Domestic Appliances and Supplies
4	slp228	sr228	Drugs and Pharmaceutical Products
5	slp229	sr229	Environmental Services

Password for all users: **ariba**

For **Supplier** activities use the Ariba Network URL and login credentials:

<https://service.ariba.com/Supplier.aw>

User name: [test-ikonusers13@gmail.com](mailto:test-ikonusers13@gmail.com)

Password: **go8ariba**

# General User Day Guidelines

## Rules for self-practicing

- Avoid using any company specific names or terms
- Use realistic descriptions and values & quantities
- Do not share user logins, 1 person should use 1 demo user at a time
- Please do not upload attachments that are proprietary or that you would not want someone to see
- Please follow the steps in the scripts to explore the system by your own
- Do **not change** any settings
- Desktop File Synchronisation works with Internet Explorer (AddOn required) only

# Supplier Registration

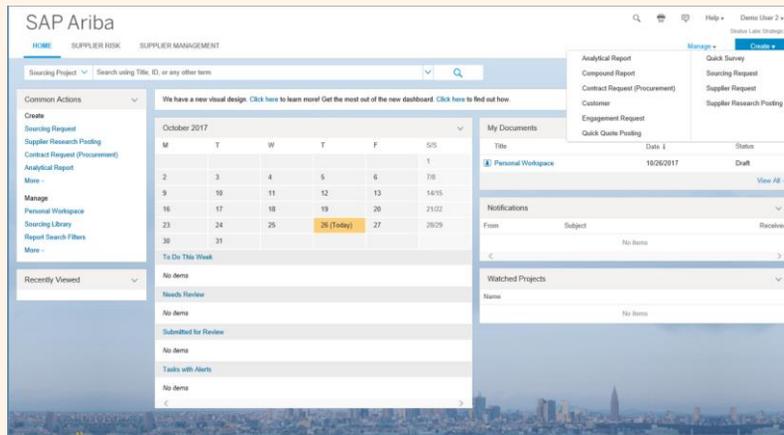
## Scenarios

## Ariba® Screen Reference

Please click the following link to launch the click through presentation:

<https://sapse.invisionapp.com/share/9WE6KJG8T>

Start page:



1. Please click anywhere and then follow the areas marked in blue to click through the presentation.

# Supplier Qualification

## Scenarios

## Ariba® Screen Reference

### Login as a Buyer

1. See page 4 for login

### Supplier Qualification supplier management tab

The screenshot shows the SAP Ariba Supplier Management interface. The navigation bar at the top includes 'HOME' and 'SUPPLIER MANAGEMENT' (highlighted with a red arrow and labeled 'supplier management tab'). Below the navigation bar is a search bar with a magnifying glass icon (labeled 'magnifying glass') and the text 'Enter Supplier name or ID'. The 'My Activities' section displays two cards: '4 Qualification' and '1 Disqualification'. Below this is a table with columns for 'Supplier name', 'Status', and 'Action'. A red arrow points to the bottom of the table area.

1. Navigate to *supplier management tab*
2. Search for „Ikon“
3. Click on *magnifying glass* or hit *ENTER*

# Supplier Qualification

## Scenarios

## Ariba® Screen Reference

### Login as a Buyer

1. See handout for login

### Supplier Qualification

The screenshot displays the SAP Ariba Supplier Management interface. At the top, there is a navigation bar with the SAP logo, a 'Go To Dashboard' link, and user information including 'SLP User Day 205'. Below the navigation bar, the main content area is titled 'SUPPLIER MANAGEMENT'. A search bar at the top of the main area contains the text 'ikon'. Below the search bar, the results are displayed as '1 - 1 of 1 Results'. A single result is shown for the supplier 'Ikon', located in 'Pittsburgh, PA, US'. The supplier's Vendor ID is 'acm\_47994636'. A red arrow points to the supplier name 'Ikon' with the text 'assigned supplier' next to it. On the left side of the interface, there are filters for 'Qualification status' and 'Categories'. The 'Qualification status' filter includes options like 'Disqualified', 'Expired', 'Not Qualified', 'Qualification Started', 'Pending Qualification Approval', and 'Qualified'. The 'Categories' filter includes a search box and a list of categories such as 'All Commodities', 'Apparel and Luggage and Personal Care', 'Products', 'Building and Construction and Maintenance Services', 'Building and Construction Machinery and Accessories', 'Chemicals including Bio Chemicals and Gas', 'Materials', 'Cleaning Equipment and Supplies', and 'Commercial and Military'.

1. Click on the supplier assigned to you

- Ikon

It shows a summary of all suppliers initiated through Supplier Lifecycle and Performance (SLP along with the status.

# Supplier Qualification

## Scenarios

## Ariba® Screen Reference

Login as a Buyer

1. See handout for login

### Supplier Qualification

The screenshot displays the SAP Ariba Supplier Management interface for vendor Ikon. The vendor's registration status is 'Registered' and their qualification status is 'Qualified'. A red arrow points to the 'Qualification' tile, which is labeled 'qualification tile'. Below the tiles, there is a 'Qualification summary' table with the following data:

Category	Region	Status
Computer printers	All	Qualified
Building and Constr...	All	Qualified
Communications Devi...	All	Qualified

1. Click on the *qualification* tile

# Supplier Qualification

## Scenarios

## Ariba® Screen Reference

### Login as a Buyer

1. See handout for login

### Supplier Qualification

The screenshot shows the SAP Ariba Supplier Management interface for a supplier named 'ikon'. The supplier is registered but not qualified in the 'Apparel and Luggage and Personal Care Products' category. A red arrow points to the 'Start new qualification' button in the top right of the qualification section.

**Supplier Details:**

- SM Vendor ID: S11193928
- ERP Vendor ID: acm\_47994636
- ANID: AN01041295969-T
- Contact: Mario Rossi (1-1234, test-ikonusers6@gmail.com)
- Registration Status: Registered
- Qualification Status: Qualified

**Qualification Summary:**

- Overview: Created Mar 2, 2019
- Registration: Complete
- Qualification: Qualified 3
- Questionnaires: 0

**Qualification Table:**

Category	Region	Status	Owner	Action
Computer printers	All	Qualified		Disqualify
Building and Construction and Maintenance Services	All	Qualified		Disqualify
Communications Devices and Accessories	All	Qualified		Disqualify
Apparel and Luggage and Personal Care Products	Europe	Disqualified	SLP User Day 205	Action
Apparel and Luggage and Personal Care Products	All	Qualification Started	SLP User Day 205	Action
> Apparel and Luggage and Personal Care Products	> Europe	Disqualified	SLP User Day 205	Action
Domestic Appliances and Supplies and Consumer Elec	Europe	Qualification Started	SLP User Day 205	Action

**Activity Log:**

- January 20th 2020: Task data synced to SM
- January 20th 2020: Status synced to SM
- January 20th 2020: Supplier Qualification Project Qualification Status changed from NotQualified to Qualified
- January 20th 2020: Supplier Qualification Project Requalification Status changed from (no value) to (no value)
- January 20th 2020: Event Owner changed from Project Owner to SLP User Day 205
- January 20th 2020: Status synced to SM

### 1. Start *new qualification*

The supplier is registered but not qualified to do business in the category assigned to you

# Supplier Qualification

## Scenarios

## Ariba® Screen Reference

### Login as a Buyer

1. See handout for login

### Supplier Qualification

The screenshot displays the 'New Qualification for Ikon' form in SAP Ariba. The 'Category' section is active, showing a 'Browse' button and a list of categories. The 'Region' section has 'asia' entered in the search box, and 'Asia Pacific' is selected in the dropdown. The 'Business Unit' section has '+Add' in the search box. At the bottom, the question 'Does this qualification require expiration?' is answered with 'No'.

1. Click on *Browse* in the respective section
2. Select a *Category*
3. In the field *Region* type *Asia* and Select *Asia Pacific*
4. Click *No* for the question "*Does this qualification require expiration*"
5. Click on *Next*

The supplier is registered but not qualified to do business in the category assigned to you

# Supplier Qualification

## Scenarios

## Ariba® Screen Reference

### Login as a Buyer

1. See handout for login

### Supplier Qualification

The screenshot shows the SAP Ariba Supplier Qualification interface. At the top, there is a navigation bar with 'SAP' logo, 'Go To Dashboard', search, help, and user information. Below the navigation bar, the breadcrumb is 'HOME > SUPPLIER MANAGEMENT'. The main content area is titled 'New Qualification for Ikon'. It contains a form with the following fields:

- Category: All Commodities > Chemicals including Bio Chemicals and Gas Materials
- Region: All > Asia Pacific

Below the form, there is a step indicator '1 Confirm questionnaires to send.' followed by a table of questionnaires:

Questionnaire ID	Questionnaire Name	Categories	Regions	
<input checked="" type="checkbox"/>	Doc2087186129	Global Qualification Questionnaire	All Commodities	All

A red arrow labeled 'preview' points to a 'Preview' button in the right column of the table.

Below the table, there is a step indicator '2 Choose recipient' followed by a list of recipients:

Name	Email Address
<input checked="" type="radio"/> Mario Rossi	test-ikonusers5@gmail.com
<input type="radio"/> Ikon User 13	test-ikonusers13@knapik.sk
<input type="radio"/> Ikon User1	ikonuser@gmail.com
<input type="radio"/> Ikon User 2	solexp.procurement.e@vim13313.w...
<input type="radio"/> Ikon User 2	solexp.procurement.e@vim13313.w...

### 1. Select *preview*

Based upon the category and region selected – the system can be configured to predetermine the appropriate qualification(s) to send to the supplier

# Supplier Qualification

## Scenarios

## Ariba® Screen Reference

### Login as a Buyer

1. See handout for login

### Supplier Qualification

The screenshot shows the SAP Ariba Supplier Qualification questionnaire interface. The top navigation bar includes the SAP logo, a 'Go To Dashboard' link, search, help, and user information (SLP User Day 205). The main header shows 'HOME' and 'SUPPLIER MANAGEMENT' with 'Recent', 'Manage', and 'Create' options. A '< Back' link is visible on the left. The questionnaire is titled 'Global Qualification Questionnaire' and is divided into sections: 1 Quality, 5 Manufacturing Locations, and 6 Logistics. Each section contains numbered questions with input fields. A 'Done' button is located in the top right corner of the questionnaire area. A red arrow points to the 'Done' button with the word 'done' written below it.

Global Qualification Questionnaire

1 Quality

1.1 Do you have a Quality team at each factory location?

1.2 If no, please explain

1.3 Will you allow us to audit your facilities?

1.4 If no, please explain

2 Has your license ever been revoked?

4 Please provide appropriate quality certification No

5 Manufacturing Locations

5.1 Do all of your Factories have a documented manufacturing and plant contingency plan with a listing of alternative sourcing locations?

5.2 If no, please explain.

6 Logistics

6.1 Do you support the ability to drop ship?

Done

done

1. Select *done*

# Supplier Qualification

## Scenarios

## Ariba® Screen Reference

### Login as a Buyer

1. See handout for login

### Supplier Qualification

The screenshot shows the SAP Ariba Supplier Qualification interface. At the top, there is a navigation bar with the SAP logo, a 'Go To Dashboard' link, and user information 'SLP User Day 205'. Below this is a breadcrumb trail: 'HOME > SUPPLIER MANAGEMENT'. The main content area is titled 'New Qualification for Ikon' and shows a form with the following details:

- Category: All Commodities > Chemicals including Bio Chemicals and Gas Materials
- Region: All > Asia Pacific

Step 1: Confirm questionnaires to send.

Questionnaire ID	Questionnaire Name	Categories	Regions
<input checked="" type="checkbox"/> Doc2087186129	Global Qualification Questionnaire	All Commodities	All

Step 2: Choose recipient

Name	Email Address
<input type="radio"/> Mario Rossi	test-ikonusers6@gmail.com
<input checked="" type="radio"/> Ikon User 13	test-ikonusers13@knapik.sk ← recipient
<input type="radio"/> Ikon User1	ikonuser@gmail.com
<input type="radio"/> Ikon User 2	solexp.procurement.e@vim13313.w...
<input type="radio"/> Ikon User 2	solexp.procurement.e@vim13313.w...

1. Choose the following recipient:

- In User 13

2. Click *send qualification*

# Supplier Qualification

## Scenarios

## Ariba® Screen Reference

### Login as a Supplier

1. See page 4 for supplier login

### Supplier Qualification

The screenshot displays the SAP Ariba Network interface for a supplier. The top navigation bar includes 'SAP Ariba Network', 'Enterprise Account', and 'TEST MODE'. A left-hand navigation menu is open, showing options like 'Ariba Discovery', 'Ariba Proposals & Questionnaires', 'Ariba Contract Management', and 'Ariba Network'. A red arrow points to 'Ariba Proposals & Questionnaires' with the word 'Select' next to it. The main content area is titled 'Review Subscription Pricing' and features five circular icons representing different service levels: Network Transaction Service, Bronze, Silver, Gold, and Platinum. Below these icons is a 'Review Subscription' button. The page also includes sections for 'Orders, Invoices and Payments', 'Now we're mobile.' with app store links, and a 'Tasks' section showing 'No Pending Tasks'. A sidebar on the right contains a search bar and a list of frequently asked questions (FAQs).

1. Start a new browser or close the buyer side session in your browser or start an incognito mode window for the supplier side. You won't be able to login as a supplier if you have the buyer side opened in the same browser (except if you choose incognito mode.)
2. Login as a supplier
3. Select *Ariba Proposals & Questionnaires*

# Supplier Qualification

## Scenarios

## Ariba® Screen Reference

### Login as a Supplier

1. See handout for login

### Supplier Qualification

Welcome to the Ariba Spend Management site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

Events

Title	ID	End Time	Event Type
No items			

Risk Assessments

Title	ID	End Time	Event Type
No items			

Registration Questionnaires

Title	ID	End Time	Status
No items			

Qualification Questionnaires ← qualification questionnaires

Title	ID	End Time	Commodity	Regions	Status
▼ Status: Completed (1)					
Supplier qualification questionnaire	Doc2208984539	1/17/2020 10:54 AM	Building and Construction...	EMEA Europe	Pending Qualification Approval
▼ Status: Open (2) ← status: open					
Supplier qualification questionnaire	Doc2213106217	2/19/2020 10:23 AM	Chemicals including Bio C...	APAC Asia Pacific	Qualification Started
Supplier qualification questionnaire	Doc2213106179	2/19/2020 9:09 AM	Chemicals including Bio C...	EMEA Europe	Qualification Started

Questionnaires

Title	ID	End Time	Commodity	Regions	Status
No items					

Certificates

1. Choose *Stratus Labs* tab
2. Navigate to the section *qualification questionnaires*
3. Expand the section *status: open*
4. Select qualification questionnaire you have just sent as a buyer

# Supplier Qualification

## Scenarios

## Ariba® Screen Reference

### Login as a Supplier

1. See handout for login

### Supplier Qualification

The screenshot displays the SAP Ariba Supplier Qualification Questionnaire interface. The top navigation bar includes 'SAP Ariba Proposals & Questionnaires', 'Enterprise Account', and 'TEST MODE'. The main content area shows a list of questions under 'All Content'. The questions are:

- 1.1 Do you have a Quality team at each factory location? (Yes)
- 1.3 Will you allow us to audit your facilities? (Yes)
- 2 Has your license ever been revoked? (\* Yes)
- 4 Please provide appropriate quality certification (Yes) Details
- 5 Manufacturing Locations (Less...)
- 5.1 Do all of your Factories have a documented manufacturing and plant contingency plan with a listing of alternative sourcing locations? (\* Yes)
- 6 Logistics

At the bottom, there are buttons for 'Submit Entire Response', 'Save draft', 'Compose Message', and 'Excel Import'. A red arrow points to the 'Submit Entire Response' button, and the word 'submit' is written below it. Another red arrow points to the 'answer questions' text above the dropdown menus.

1. Complete the Supplier Qualification Questionnaire
2. Submit your entire response after answering all required questions

# Supplier Qualification

## Scenarios

## Ariba® Screen Reference

### Login as a Buyer

1. See handout for login

### Supplier Qualification

The screenshot shows the SAP Ariba Supplier Management interface. At the top, there is a navigation bar with 'SAP' logo, 'Go To Dashboard', and user information 'SLP User Day 205'. Below this is a search bar with the text 'Enter Supplier name or ID'. The main content area is titled 'My Activities' and contains two tiles: '5 Qualification' and '1 Disqualification'. A red arrow points from the text 'qualification tile' to the '5 Qualification' tile. Below the tiles is a table with the following columns: Supplier name, Category, Region, Status, and Action. The table contains five rows of data for the supplier 'Ikon'.

Supplier name	Category	Region	Status	Action
Ikon	<a href="#">Chemicals including Bio Chemicals and Gas Materials</a>	<a href="#">All Asia Pacific</a>	Pending Qualification Approval	<a href="#">View</a> ← view
Ikon	<a href="#">Chemicals including Bio Chemicals and Gas Materials</a>	<a href="#">All Europe</a>	Qualification Started	<a href="#">View</a>
Ikon	<a href="#">Domestic Appliances and Supplies and Consumer Electronic Products</a>	<a href="#">All Europe</a>	Qualification Started	<a href="#">View</a>
Ikon	<a href="#">Apparel and Luggage and Personal Care Products</a>	<a href="#">All</a>	Qualification Started	<a href="#">View</a>
Ikon	<a href="#">Apparel and Luggage and Personal Care Products</a>	<a href="#">All Europe</a>	Qualification Started	<a href="#">View</a>

1. Navigate to the *supplier management tab*
2. Open the *qualification tile*
3. Click *View*

# Supplier Qualification

## Scenarios

## Ariba® Screen Reference

### Login as a Buyer

1. See handout for login

### Supplier Qualification

SM Vendor ID: **S11193928** ERP Vendor ID: **acm\_47994636** ANID: **AN01041295969-T**

Contact: Mario Rossi  
Phone: 1-1234  
Email: [lest-ikonusers@gmail.com](mailto:lest-ikonusers@gmail.com)  
Supplier Manager: Assign supplier manager

Registration Status: **Registered**  
Qualification Status: **Qualified**

Overview | Registration | **Qualification** | Questionnaires

Created: Mar 2, 2019 | Complete | Qualified: 3 | 0

#### Qualification

Start new qualification

Category	Region	Status	Owner	
Computer printers	All	Qualified		Disqualify
Building and Construction and Maintenance Services	All	Qualified		Disqualify
Communications Devices and Accessories	All	Qualified		Disqualify
Apparel and Luggage and Personal Care Products	Europe	Disqualified	SLP User Day 205	Action
Apparel and Luggage and Personal Care Products	All	Qualification Started	SLP User Day 205	Action
> Apparel and Luggage and Personal Care Products	> Europe	Disqualified	SLP User Day 205	Action
Domestic Appliances and Supplies and Consumer Elec	Europe	Qualification Started	SLP User Day 205	Action
Cleaning Equipment and Supplies	Austria	Qualification Started	Yana Kenda	Action
Building and Construction Machinery and Accessories	Europe	Pending Qualification Approval	Yana Kenda	View
Chemicals including Bio Chemicals and Gas Materials	Europe	Qualification Started	SLP User Day 205	Action
Chemicals including Bio Chemicals and Gas Materials	Asia Pacific	Pending Qualification Approval	SLP User Day 205	View

view →

QActivity

- January 20th 2020: Status synced to SM
- January 20th 2020: Supplier Qualification Project Qualification Status changed from InQualification to PendingQualificationApproval
- January 20th 2020: Status synced to SM
- January 20th 2020: Supplier Qualification Project Qualification Status changed from QualificationStarted to InQualification
- January 20th 2020: Task data synced to SM
- January 20th 2020: Status synced to SM
- January 20th 2020: Supplier Qualification Project Qualification Status changed from NotQualified to QualificationStarted

1. Open the *qualification tile*
2. Select *View*

# Supplier Qualification

## Scenarios

## Ariba® Screen Reference

Login as a Buyer

1. See handout for login

## Supplier Qualification

Supplier Qualification for Ikon

Supplier: Ikon  
Category: Chemicals including Bio Chemicals and Gas Materials  
Region: Asia Pacific

Supplier contact: Ikon User 13  
Email: test-ikonusers13@knapik.sk  
Qualification owner: SLP User Day 205

Qualification status: Pending Qualification Approval

Process flow: Not Qualified → Quality Assessment → Approval for supplier qualification → Qualified

Tasks (2)			
Pending Tasks (2)			
Name	Action by	Start date	Due date
Quality Assessment			
Approval for supplier qualification			

Questionnaires (1)		
Complete (1)		
Name	Received on	Received from
Supplier qualification questionnaire	Jan 20, 2020	Project Owner

Activity feed:

- January 19th 2020: Status synced to SM
- January 20th 2020: Supplier Qualification Project Qualification Status changed from InQualification to PendingQualificationApproval
- January 20th 2020: Status synced to SM
- January 20th 2020: Supplier Qualification Project Qualification Status changed from QualificationStarted to InQualification
- January 20th 2020: Task data synced to SM
- January 20th 2020: Status synced to SM
- January 20th 2020: Supplier Qualification Project Qualification Status changed from NotQualified to QualificationStarted
- January 20th 2020: Supplier Qualification Project Requalification Status changed from (no value) to (no value)

1. The process flow shows the next steps that are defined to further qualify the supplier.
2. Click on View to see the answers from the supplier
3. Click on Start to get to the next step in the approval process

# Supplier Qualification

## Scenarios

## Ariba® Screen Reference

Login as a Buyer

1. See handout for login

### Supplier Qualification

SAP Ariba

Go To Dashboard

HOME SUPPLIER MANAGEMENT

Recent Manage Create

Supplier: **Ikon** Category: Chemicals including Bio Chemicals and Gas Materials Region: Asia Pacific

Supplier contact: SLP User Day 205 Email: no-reply@ansmp.sales.ariba.com Qualification owner: SLP User Day 205

Not Qualified Quality Assessment Approval for supplier qualification Qualified

Quality Assessment Questionnaire

1 Quality Assessment  
Select

2 All the Quality Certificates are validated?  
 Yes  No

Mark Complete Cancel

Done

Answer questions

Click

Click

SAP Ariba

SLP User Day 205 (9/20/20) last visit: 1/20/2020 9:05 AM | Status Labs | C103\_U12  
Security Disclosure Privacy Statement Cookie Statement Participant Terms

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1. Answer the questions
2. Click on *Mark Complete*
3. Click on *Done*

# Supplier Qualification

## Scenarios

## Ariba® Screen Reference

Login as a Buyer

1. See handout for login

## Supplier Qualification

Supplier Qualification for Ikon

Supplier: Ikon  
Category: Chemicals including Bio Chemicals and Gas Materials  
Region: Asia Pacific

Supplier contact: Ikon User 13  
Email: test-ikonusers13@knapik.sk  
Qualification owner: SLP User Day 205

Qualification status: Pending Qualification Approval

Workflow: Not Qualified → Quality Assessment → Approval for supplier qualification [Project Owner] → Qualified

Tasks (2)

Name	Action by	Start date	Due date
Approval for supplier qualification	Project Owner	Jan 20, 2020	

Complete Tasks (1)

Name	Completed by	Start date	Due date
Quality Assessment	SLP User Day 205	Jan 20, 2020	

Questionnaires (1)

Name	Received on	Received from
Supplier qualification questionnaire	Jan 20, 2020	Project Owner

Activity

- Document Task Start Date changed from (no value) to Mon, 20 Jan, 2020
- Document Task Status changed from InActive to Active
- Document Task Original Owner changed from null to Project Owner
- Document Task AllStatus changed from (no value) to In Approval
- Approval Request changed
- Document Task Start Date changed from (no value) to Mon, 20 Jan, 2020
- Document Task End Date changed from (no value) to Mon, 20 Jan, 2020
- Document Task Status changed from InActive to Completed

1. The workflow shows the next step of the approval process
2. Click on *Approve/Deny*
3. On the follow on page click *Approve*
4. The supplier is now qualified for the selected category and region.

# Supplier Risk

## Scenarios

## Ariba® Screen Reference

### Login as a Buyer

1. See page 4 for login in column User name Risk

### Following Suppliers

The screenshot displays the SAP Ariba Supplier Risk dashboard. At the top, there is a navigation bar with 'HOME', 'SUPPLIER RISK', and 'SUPPLIER MANAGEMENT' options. Below this is a search bar with the placeholder text 'Search by name or ERP Vendor ID' and a magnifying glass icon. A red arrow points to this icon with the label 'magnifying glass'. The dashboard includes several sections: 'Overview' with '3 Suppliers evaluated', '39 Engagement requests', and '4 Issues'; 'Risk summary' with radio buttons for 'Low', 'Medium', 'High', and 'Unknown'; 'By risk category'; 'Alert feed' with a 'Go to alerts' link; and 'Your suppliers' with filters for 'All risk types', 'Industry', and 'All', along with 'Apply' and 'Refresh' buttons. At the bottom, there is a world map with a zoom control and the text 'Location data provided by GeoNames'.

1. Click on *magnifying glass*

# Supplier Risk

## Scenarios

## Ariba® Screen Reference

### Login as a Buyer

### 1. See handout for login

### Following Suppliers

The screenshot shows the SAP Ariba Supplier Risk interface. At the top, there is a navigation bar with 'HOME', 'SUPPLIER RISK', and 'SUPPLIER MANAGEMENT'. A search bar contains 'Search by name or ERP Vendor ID'. Below the search bar, there is a table of suppliers. The table has columns for 'Follow', 'ERP Vendor ID', 'Company name', 'Street', 'City', 'State', 'Country', 'Risk exposure', 'Enriched', 'Profile published', 'Submitted for evaluation', and 'Eligible for monitoring'. A red arrow points to the 'follow boxes' in the 'Follow' column. At the bottom of the table, there are 'Follow' and 'Unfollow' buttons, with a red arrow pointing to the 'follow' button.

Follow	ERP Vendor ID	Company name	Street	City	State	Country	Risk exposure	Enriched	Profile published	Submitted for evaluation	Eligible for monitoring
<input checked="" type="checkbox"/>	VDR203058	12AB		Gurgaon	Not available	IN	1.00	✗	Nov 18, 2017		✓
<input checked="" type="checkbox"/>	demo-338	bx6, Inc.	810 W. Maude Avenue	Sunnyvale	CA	US	1.00	✗	Nov 18, 2017		✓
<input checked="" type="checkbox"/>	VDR967129	A B C .1	MUMBAI NAGAR	DIGRAS	MH	IN	1.00	✗	Aug 4, 2019		✓
<input checked="" type="checkbox"/>	demo-415	AB Berglunds Rostfria	GJUTV7GEN 11	BODEN	∅	SE	1.00	✓	Nov 18, 2017		✓
<input checked="" type="checkbox"/>	demo-508	AB SANDVIK Materials Technology	Storgatan 2	Sandviken	∅	SE	7.72	✓	Nov 18, 2017	✓ (1)	✓
<input checked="" type="checkbox"/>	demo-502	ABB AB Control Technologies	SE-721 59	VASTERAS	∅	SE	1.00	✗	Nov 18, 2017	✓ (1)	✓
<input checked="" type="checkbox"/>	demo-389	ABB SCHWEIZ AG	BROWN BOVERI STR 6	BADEN	∅	CH	5.68	✓	Nov 18, 2017	✓ (1)	✓
<input checked="" type="checkbox"/>	VDR211366	ABC		gurgaon	Not available	IN	1.00	✗	Nov 18, 2017		✓
<input checked="" type="checkbox"/>	VDR207161	ABC Design Service	4100 Parkway Blvd	Fremont	Not available	US	1.00	✗	Nov 18, 2017		✓
<input checked="" type="checkbox"/>	VDR208055	ABC Pte Ltd		Singapore	Not available	SG	1.00	✗	Nov 18, 2017		✓
<input checked="" type="checkbox"/>	VDR953177	ABC supplier	Neckar Promenade 25	Mannheim	BW	DE	1.00	✗	Jul 31, 2019		✗
<input checked="" type="checkbox"/>	VDR202295	ABC Test Inc.	1234 Test Street	San Francisco	Not available	US	1.00	✗	Nov 18, 2017		✗
<input checked="" type="checkbox"/>	VDR208313	ABC123	81 3EE	Birmingham	Not available	GB	1.00	✗	Nov 18, 2017		✗
<input checked="" type="checkbox"/>	VDR215129	ABC234		Birmingham	Not available	GB	1.00	✗	Nov 18, 2017		✗
<input checked="" type="checkbox"/>	VDR205001	ABC0		Gurgaon	Not available	IN	1.00	✗	Nov 18, 2017		✓

1. Check the *follow* box(es) for the suppliers you wish to start following or click on header level to select all suppliers
2. Click *follow*
3. Confirm the update by clicking *follow* button in the pop-up
4. Return to the supplier risk *dashboard*

# Supplier Risk

## Scenarios

## Ariba® Screen Reference

Login as a Buyer

1. See handout for login

## Alerts Feeds

The screenshot displays the SAP Supplier Risk dashboard. At the top, there is a navigation bar with the SAP logo, a 'Go To Dashboard' link, and user information 'Supplier Risk User Day 205'. Below this is a breadcrumb trail: 'HOME > SUPPLIER RISK > SUPPLIER MANAGEMENT'. A search bar is present with the placeholder text 'Search by name or ERP Vendor ID'. The main content area is divided into several sections:

- Overview:** Shows '3 Suppliers evaluated', '39 Engagement requests', and '4 Issues'. A red arrow points to a 'go to alerts' link in this section.
- Risk summary:** A donut chart showing '0 / 915 High risk suppliers'. The chart is mostly green (Low risk), with small segments for Medium (orange) and High (red) risk. A legend below the chart shows 'Low' (green), 'Medium' (orange), 'High' (red), and 'Unknown' (grey).
- By risk category:** A bar chart showing the number of suppliers across four categories: 'Regulatory & legal' (approx. 150), 'Environmental & social' (approx. 850), 'Financial' (approx. 100), and 'Operational' (approx. 100). The bars are color-coded by risk level: Low (green), Medium (orange), and High (red).
- Alert feed:** A section with a 'Go to alerts' link.
- Your suppliers:** A section with filters for 'All risk types', 'Industry', and 'All', along with 'Apply' and 'Refresh' buttons.
- Map:** A world map showing the geographical distribution of suppliers, with a note 'Location data provided by GeoNames'.

1. The Dashboard shows all risk data for the selected suppliers now
2. Select *go to alerts* to see the full list of alerts

# Supplier Risk

## Scenarios

## Ariba® Screen Reference

### Login as a Buyer

1. See handout for login

### Alerts Feeds

go to dashboard

1. Adjust search parameters in the *filter* section
2. Return back to the *dashboard*

# Supplier Risk

## Scenarios

## Ariba® Screen Reference

Login as a Buyer

1. See handout for login

### User Settings

The screenshot displays the SAP Ariba Supplier Risk interface. At the top, there is a navigation bar with 'SAP' and 'Go To Dashboard'. The main header includes 'HOME', 'SUPPLIER RISK', and 'SUPPLIER MANAGEMENT'. A search bar is located below the header. The dashboard features several key components: a 'Risk summary' donut chart showing 0 high risk suppliers out of 915 total; a 'By risk category' bar chart with categories like Regulatory & legal, Environmental & social, Financial, and Operational; an 'Alert feed' with a recent alert for CgI Technologies and Solutions Inc.; and a 'Your suppliers' section with filters for risk types, industry, and all, along with an 'Export' button. A world map is visible at the bottom of the dashboard. A red arrow points to a gear icon in the top right corner, labeled 'user settings and configuration'.

1. Go to *user settings and configuration*

# Supplier Risk

## Scenarios

## Ariba® Screen Reference

Login as a Buyer

1. See handout for login

### User Settings

The screenshot displays the SAP Supplier Risk administration interface. The left sidebar contains navigation options: Reports, Configure risk exposure, Import data, **Configure alerts** (highlighted with a red arrow and labeled 'configure alerts'), Customize supplier alerts, and Content and service providers. The main area shows a table of incident types with columns for Severity, Type, and Receive email. A red arrow points to the 'Receive email' checkbox for the 'Accident' row, labeled 'email notification'. At the bottom of the table, there are 'Save' and 'Cancel' buttons, with a red arrow pointing to 'Save' labeled 'save'.

Incident type	Severity	Type	Receive email
Accident	<input type="radio"/> High <input type="radio"/> Medium <input checked="" type="radio"/> Low <input type="radio"/> Ignore	Negative	<input checked="" type="checkbox"/> Receive email
Business Expansion	<input type="radio"/> High <input type="radio"/> Medium <input type="radio"/> Low <input checked="" type="radio"/> Ignore	Positive	<input type="checkbox"/> Receive email
Complaint	<input type="radio"/> High <input checked="" type="radio"/> Medium <input type="radio"/> Low <input type="radio"/> Ignore	Positive	<input checked="" type="checkbox"/> Receive email
Contract	<input type="radio"/> High <input type="radio"/> Medium <input type="radio"/> Low <input checked="" type="radio"/> Ignore	Positive	<input type="checkbox"/> Receive email
Corporate Ban	<input type="radio"/> High <input checked="" type="radio"/> Medium <input type="radio"/> Low <input type="radio"/> Ignore	Negative	<input checked="" type="checkbox"/> Receive email
Corporate Bankruptcy	<input checked="" type="radio"/> High <input type="radio"/> Medium <input type="radio"/> Low <input type="radio"/> Ignore	Negative	<input checked="" type="checkbox"/> Receive email
Corporate Credit Rating Downgrade	<input type="radio"/> High <input checked="" type="radio"/> Medium <input type="radio"/> Low <input type="radio"/> Ignore	Negative	<input checked="" type="checkbox"/> Receive email
Corporate Restructuring	<input type="radio"/> High <input checked="" type="radio"/> Medium <input type="radio"/> Low <input type="radio"/> Ignore	Negative	<input checked="" type="checkbox"/> Receive email
Corruption and bribery	<input checked="" type="radio"/> High <input type="radio"/> Medium <input type="radio"/> Low <input type="radio"/> Ignore	Negative	<input checked="" type="checkbox"/> Receive email
Cyber Threats	<input type="radio"/> High <input checked="" type="radio"/> Medium <input type="radio"/> Low <input type="radio"/> Ignore	Negative	<input checked="" type="checkbox"/> Receive email
Deteriorating financial situation	<input type="radio"/> High <input checked="" type="radio"/> Medium <input type="radio"/> Low <input type="radio"/> Ignore	Negative	<input checked="" type="checkbox"/> Receive email
Divestment	<input checked="" type="radio"/> High <input type="radio"/> Medium <input type="radio"/> Low <input type="radio"/> Ignore	Negative	<input checked="" type="checkbox"/> Receive email
Downsizing	<input type="radio"/> High <input checked="" type="radio"/> Medium <input type="radio"/> Low <input type="radio"/> Ignore	Negative	<input checked="" type="checkbox"/> Receive email
Environmental issue	<input type="radio"/> High <input type="radio"/> Medium <input checked="" type="radio"/> Low <input type="radio"/> Ignore	Negative	<input checked="" type="checkbox"/> Receive email
Ethical practice	<input type="radio"/> High <input type="radio"/> Medium <input type="radio"/> Low <input checked="" type="radio"/> Ignore	Positive	<input type="checkbox"/> Receive email

1. Navigate to *configure alerts*
2. Enable or disable *email notifications*
3. *Save* settings

# Supplier Risk

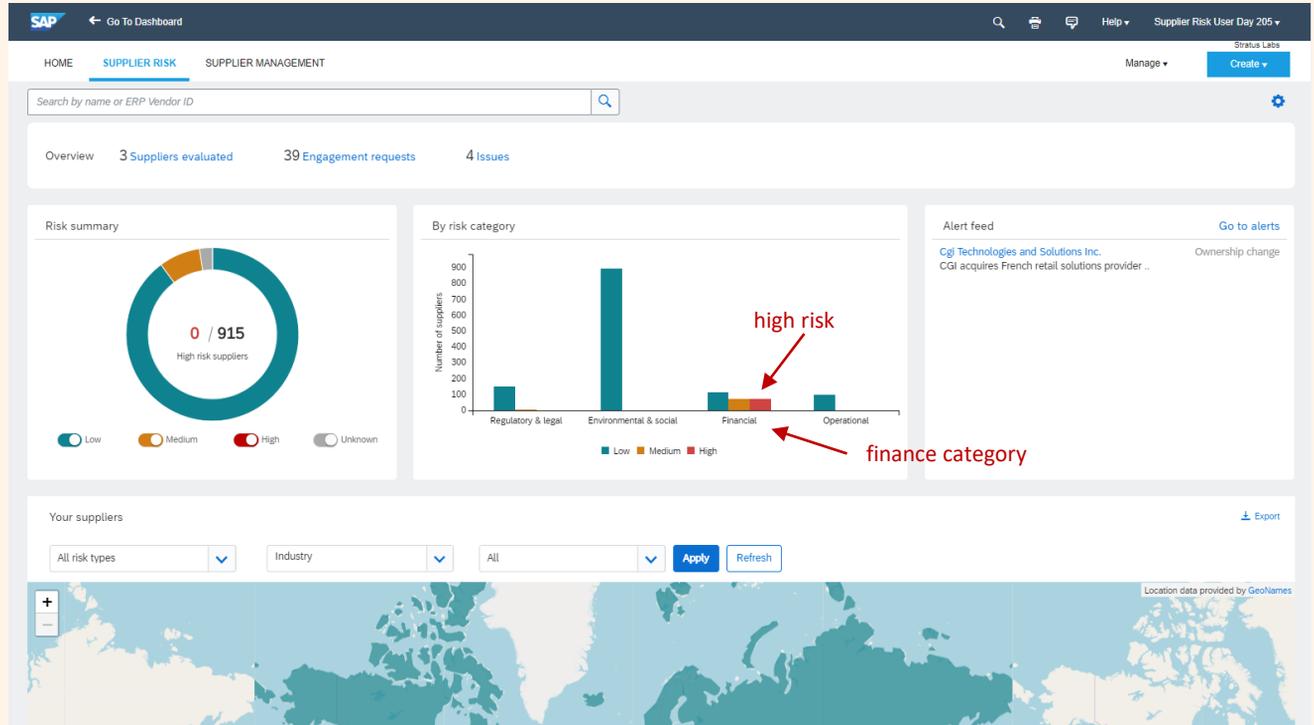
## Scenarios

## Ariba® Screen Reference

Login as a Buyer

1. See handout for login

## Dashboard



high risk supplier →

Company name	Risk exposure	Financial
CLICK BOND	34.28	100
CURTISS-WRIGHT FLOW CONTROL	34.28	100
Total System Services, Inc.	34.28	100
SHI International Corp.	34.28	100
BLANCHARD TRAINING & DEVELOP	34.28	100
NES (National Enterprise Systems)	34.24	100
GARDA CL Southwest, Inc.	34.14	100
ON Semiconductor Corp	34.14	100
Microsoft Corporation	33.82	100
Metavante Corporation	32.91	100

First < > Last Viewing: 6/8

1. Click on the *high risk* (red bar) for the Financial category and then scroll through the list of companies.
2. Select one of the *high risk suppliers* (e.g. *Microsoft Corporation*)

The summary tile provides risk level segmentation of the total suppliers followed by the user and further broken down into low (blue), medium (yellow), high (red) and unknown risk levels

# Supplier Risk

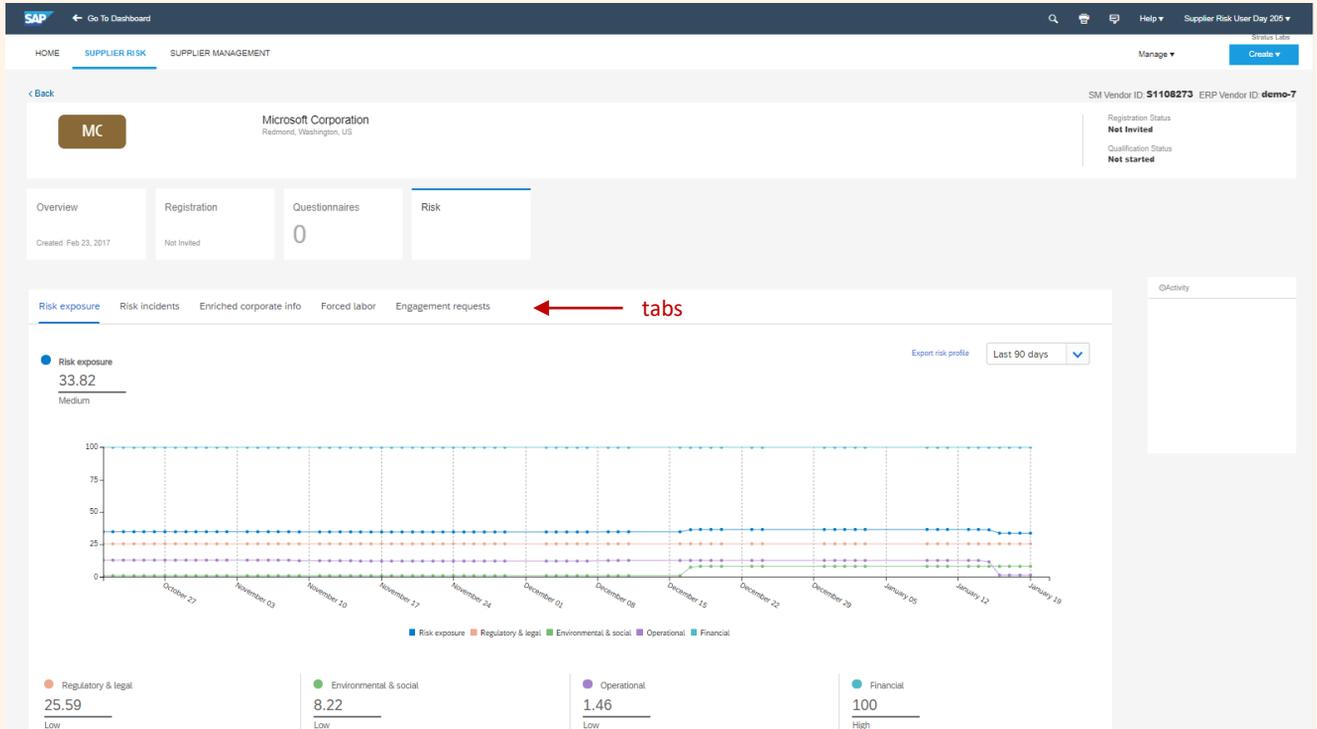
## Scenarios

## Ariba® Screen Reference

Login as a Buyer

1. See handout for login

### Risk Dashboard



1. Navigate through the *tabs* in the supplier's risk dashboard