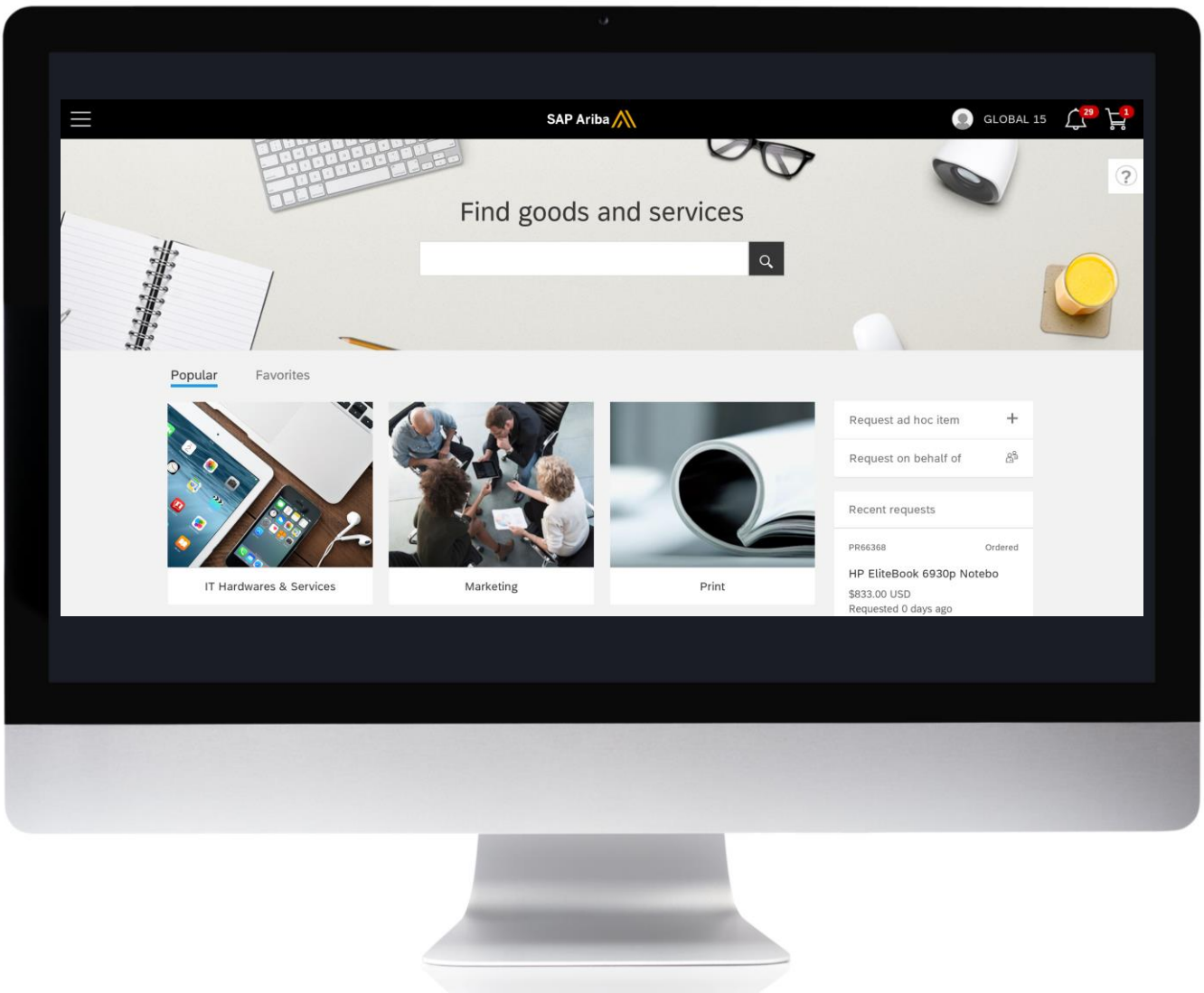
SAP Ariba
Supplier Management and Risk



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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

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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**
Password: **go8ariba**

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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

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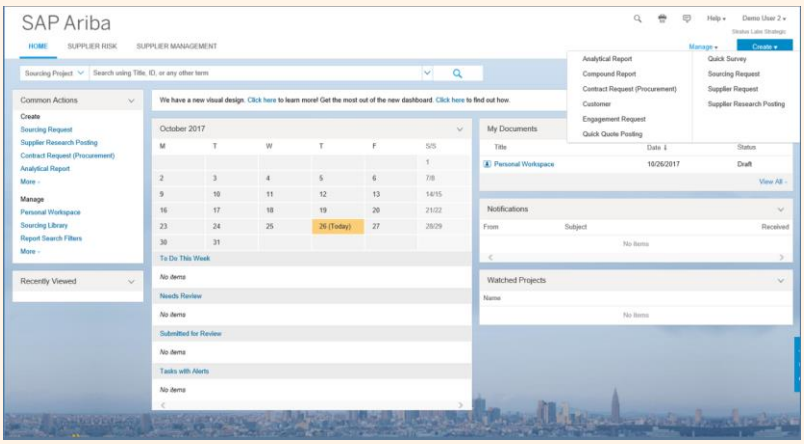
Supplier Registration

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.

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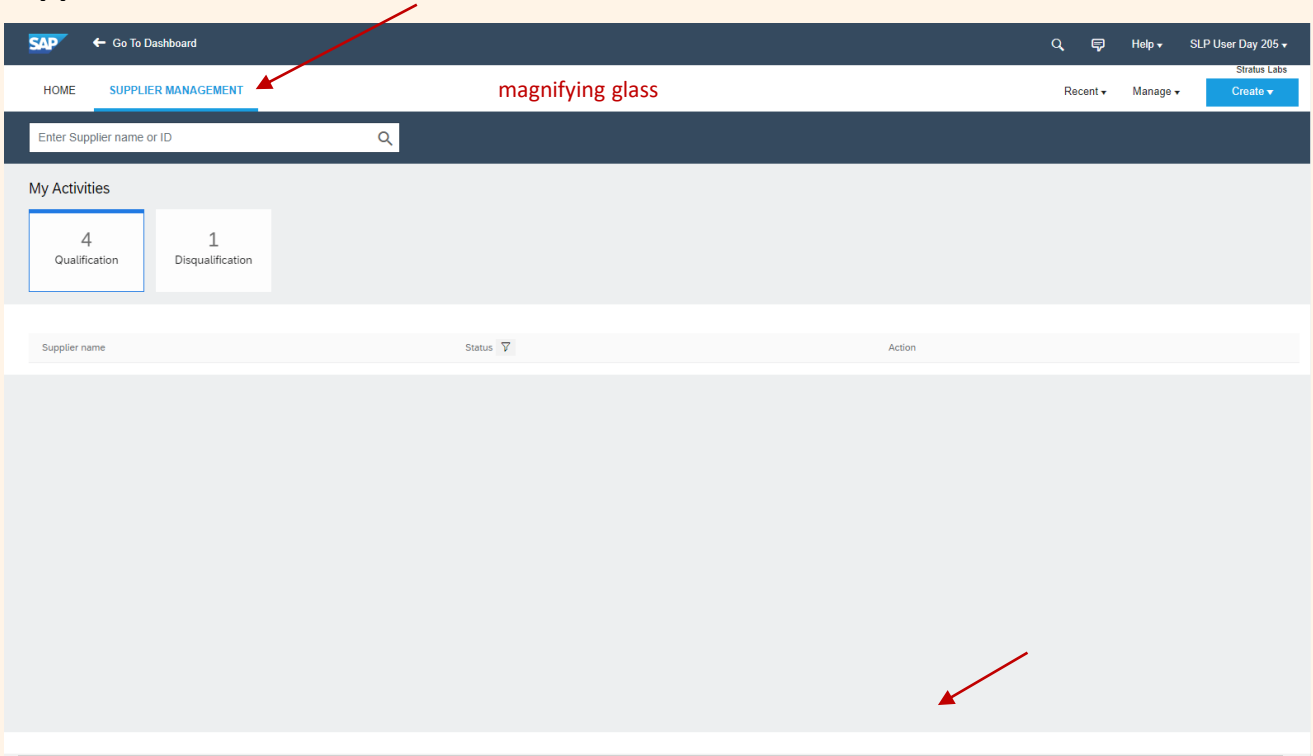
Supplier Qualification

Scenarios	Ariba® Screen Reference
Login as a Buyer	1. See page 4 for login

Supplier Qualification supplier management tab



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

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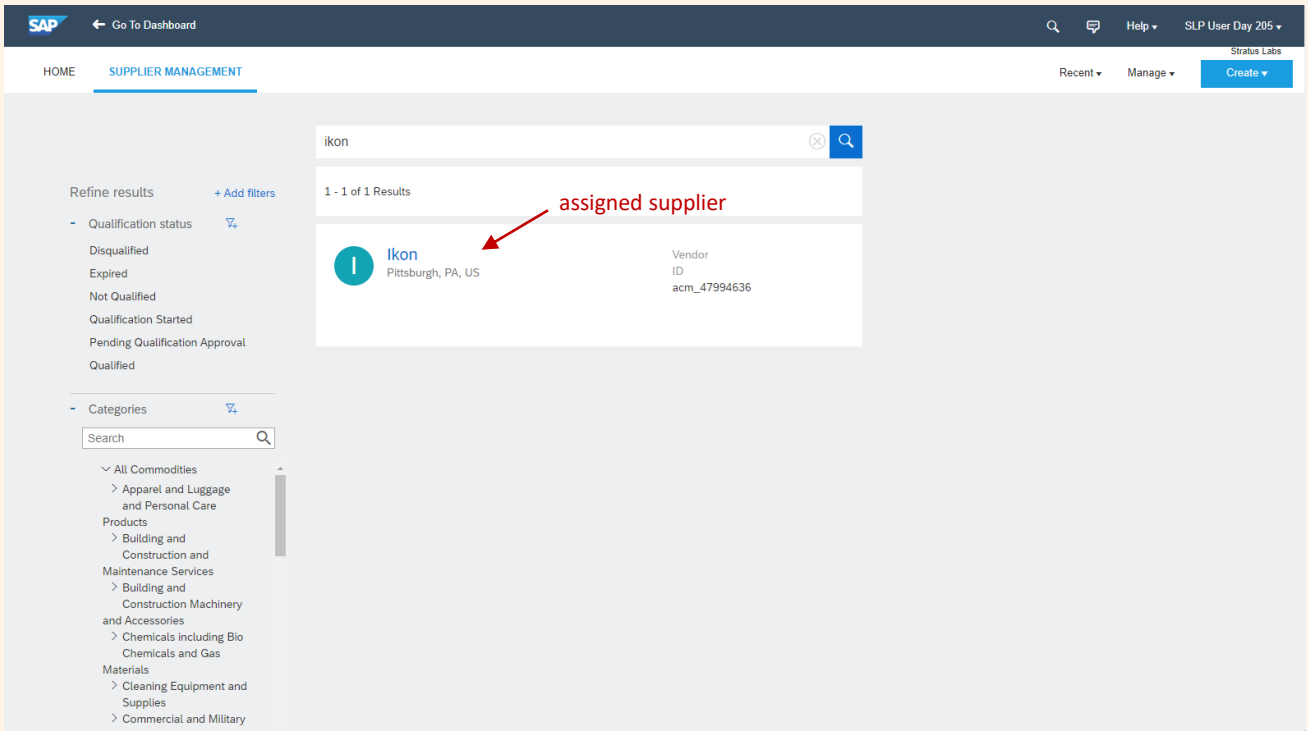
Supplier Qualification

Scenarios	Ariba® Screen Reference
Login as a Buyer	1. See handout for login

Supplier Qualification



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.

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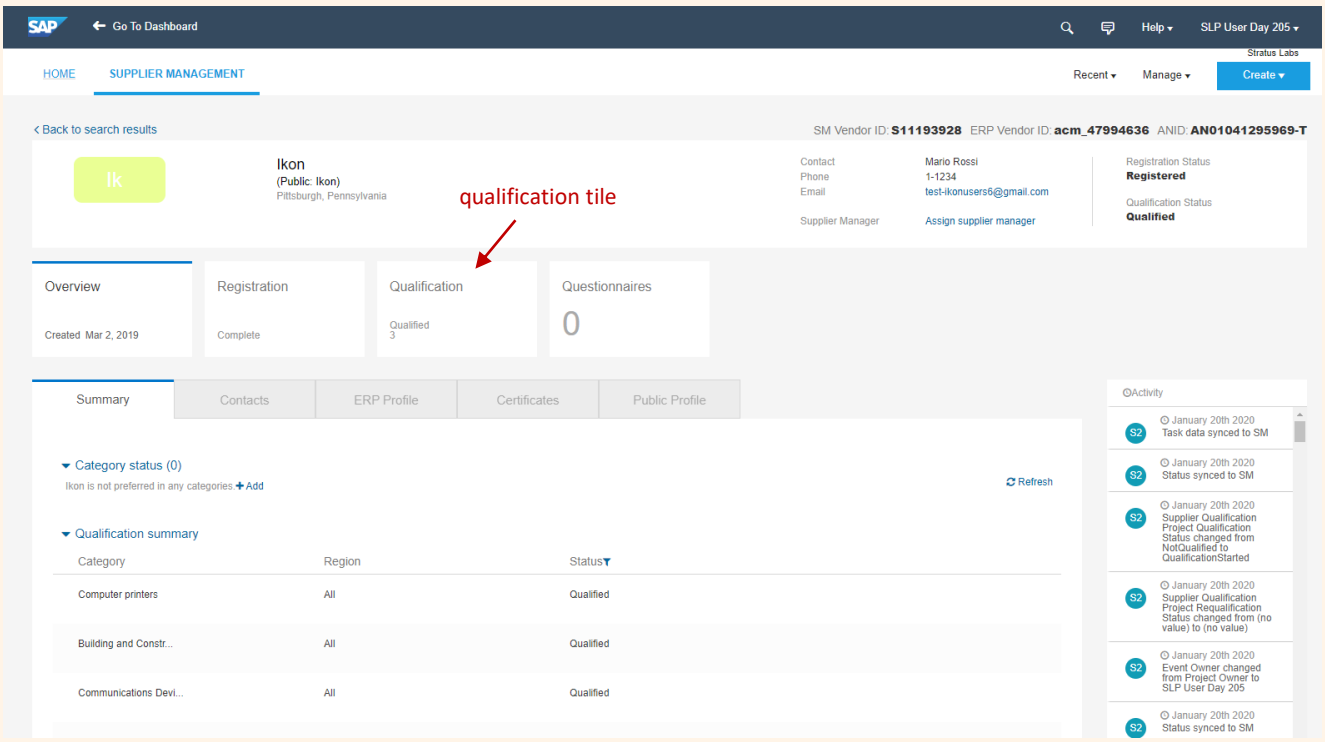
Supplier Qualification

Scenarios	Ariba® Screen Reference
Login as a Buyer	1. See handout for login

Supplier Qualification



1. Click on the *qualification* tile

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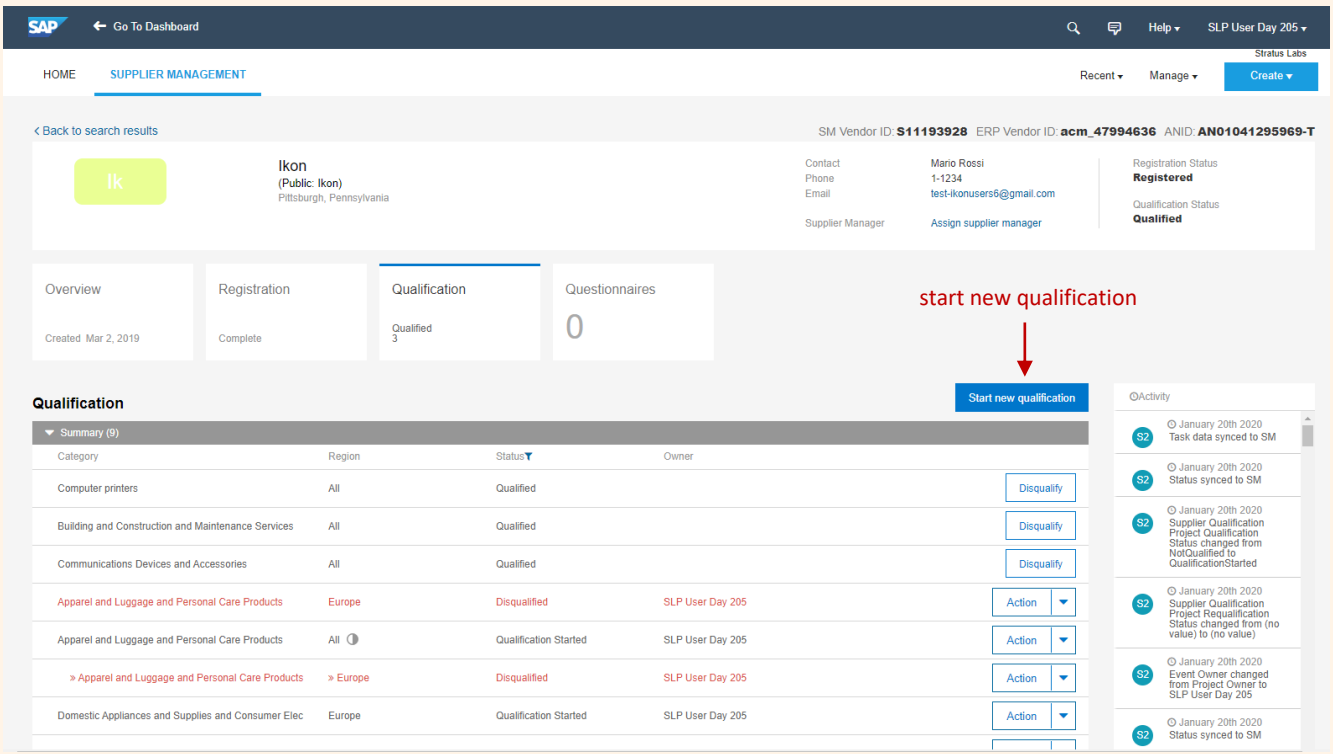
Supplier Qualification

Scenarios	Ariba® Screen Reference
Login as a Buyer	1. See handout for login

Supplier Qualification



1. Start *new qualification*

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

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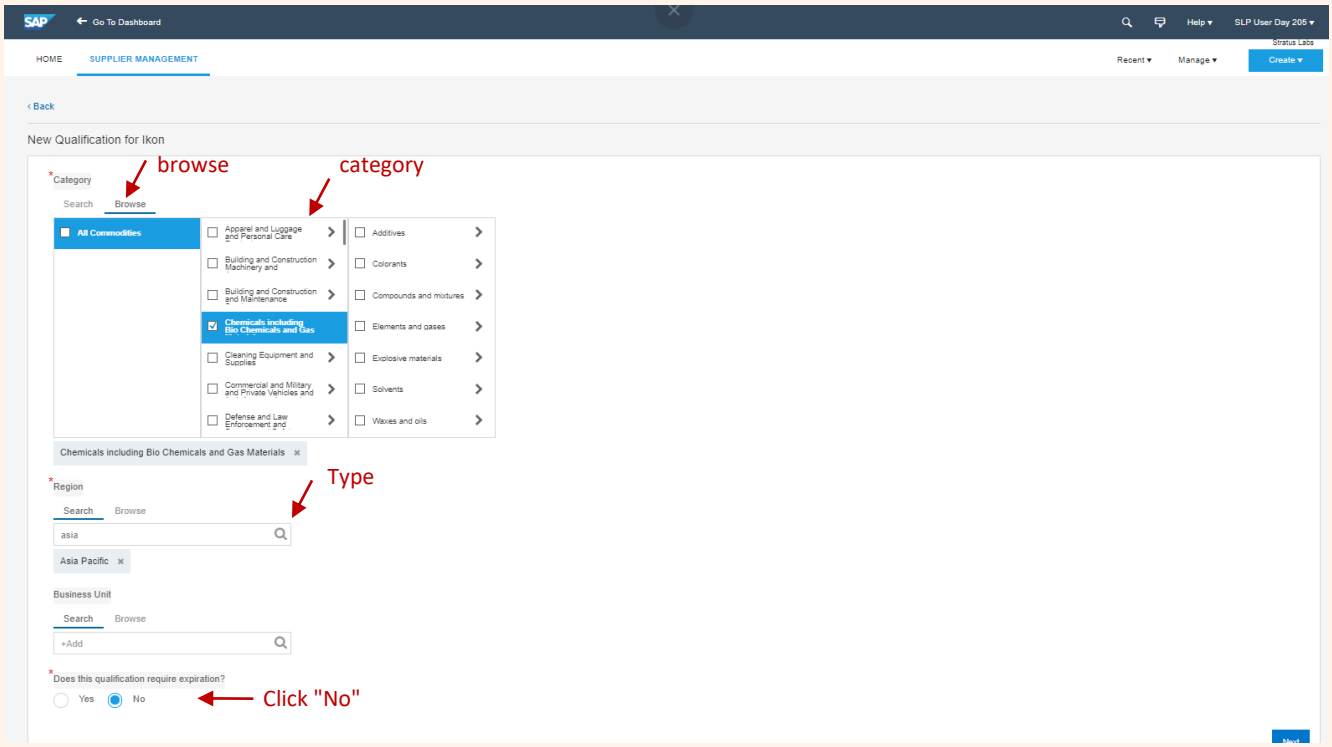
Supplier Qualification

Scenarios	Ariba® Screen Reference
Login as a Buyer	1. See handout for login

Supplier Qualification



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

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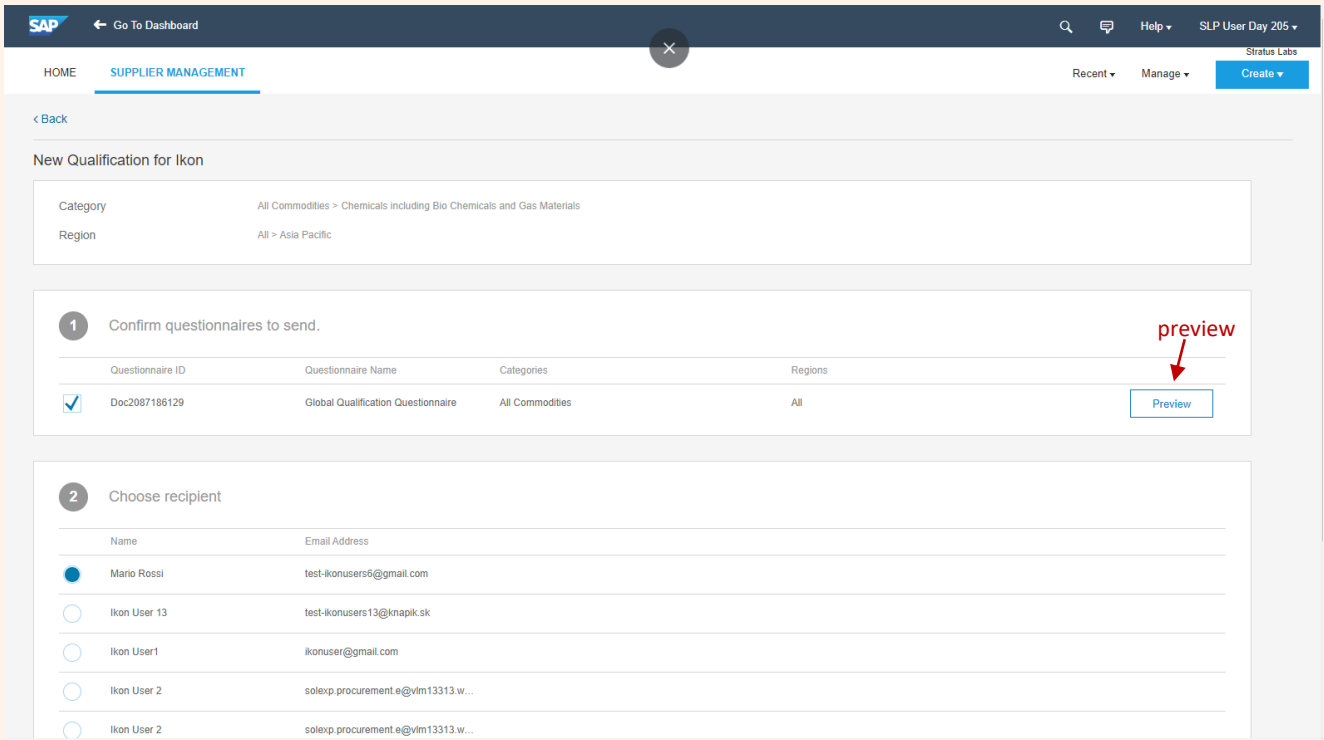
Supplier Qualification

Scenarios	Ariba® Screen Reference
Login as a Buyer	1. See handout for login

Supplier Qualification



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

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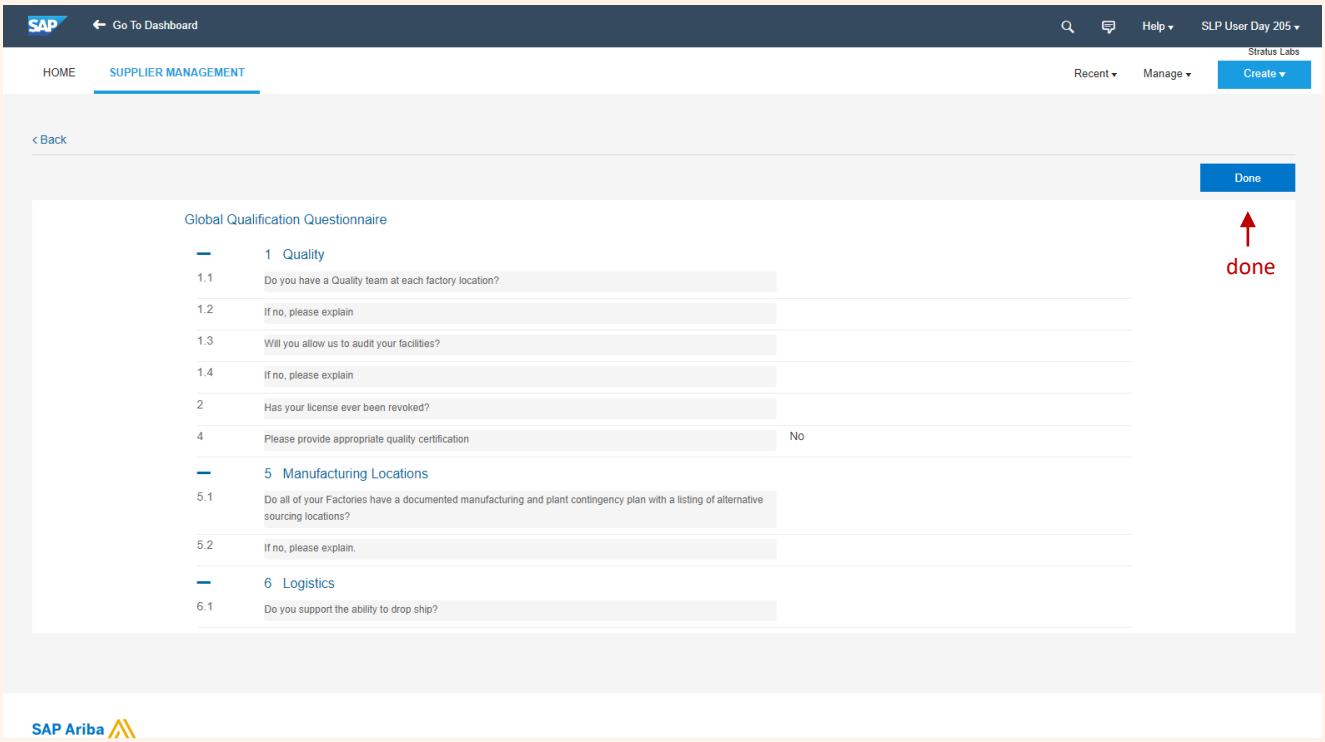
Supplier Qualification

Scenarios	Ariba® Screen Reference
Login as a Buyer	1. See handout for login

Supplier Qualification



1. Select *done*

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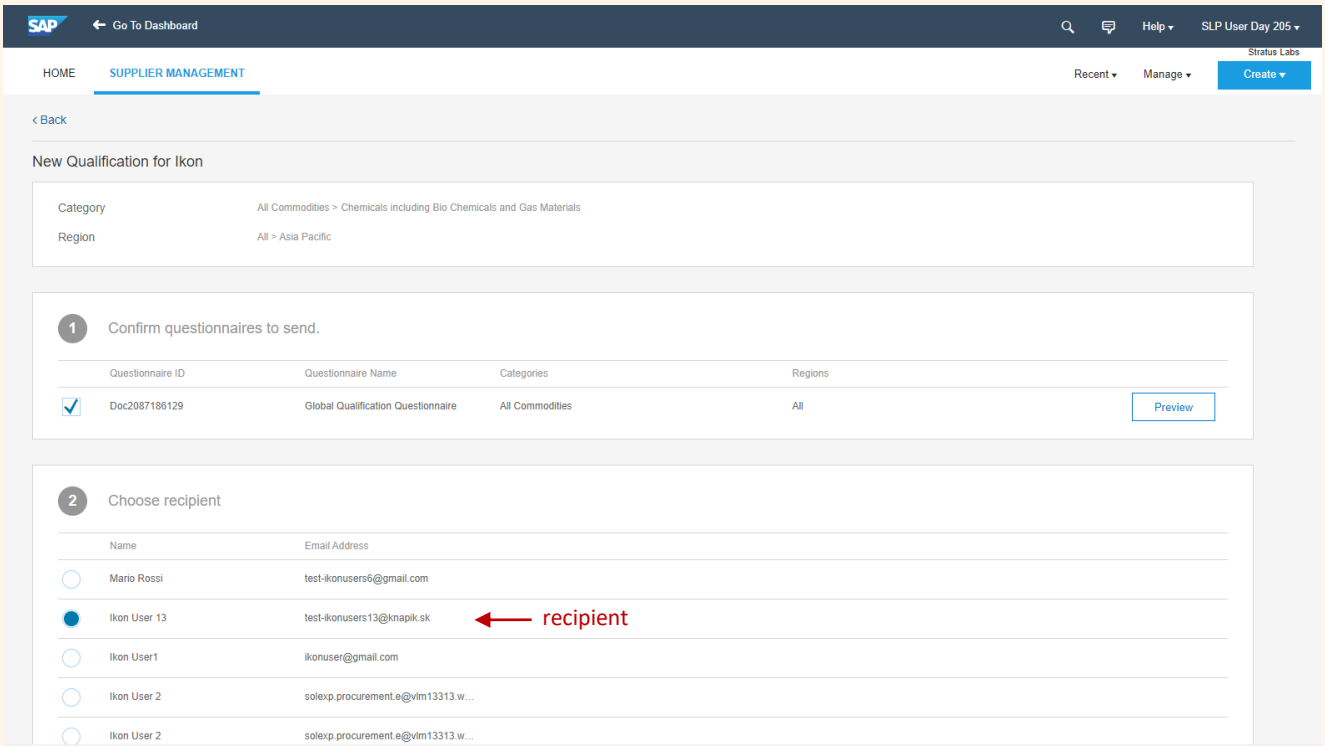
Supplier Qualification

Scenarios	Ariba® Screen Reference
Login as a Buyer	1. See handout for login

Supplier Qualification



1. Choose the following recipient:
   - In User 13

2. Click *send qualification*

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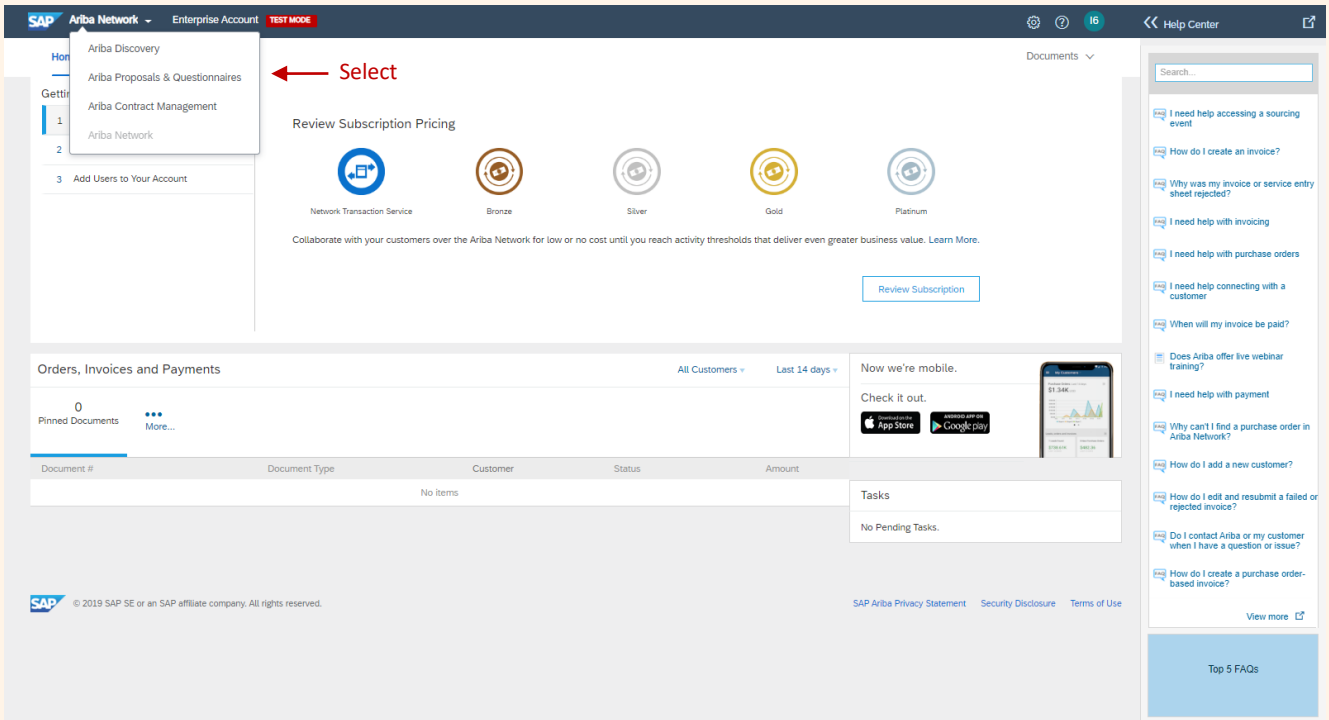
Supplier Qualification

Scenarios	Ariba® Screen Reference
Login as a Supplier	1. See page 4 for supplier login

Supplier Qualification



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*

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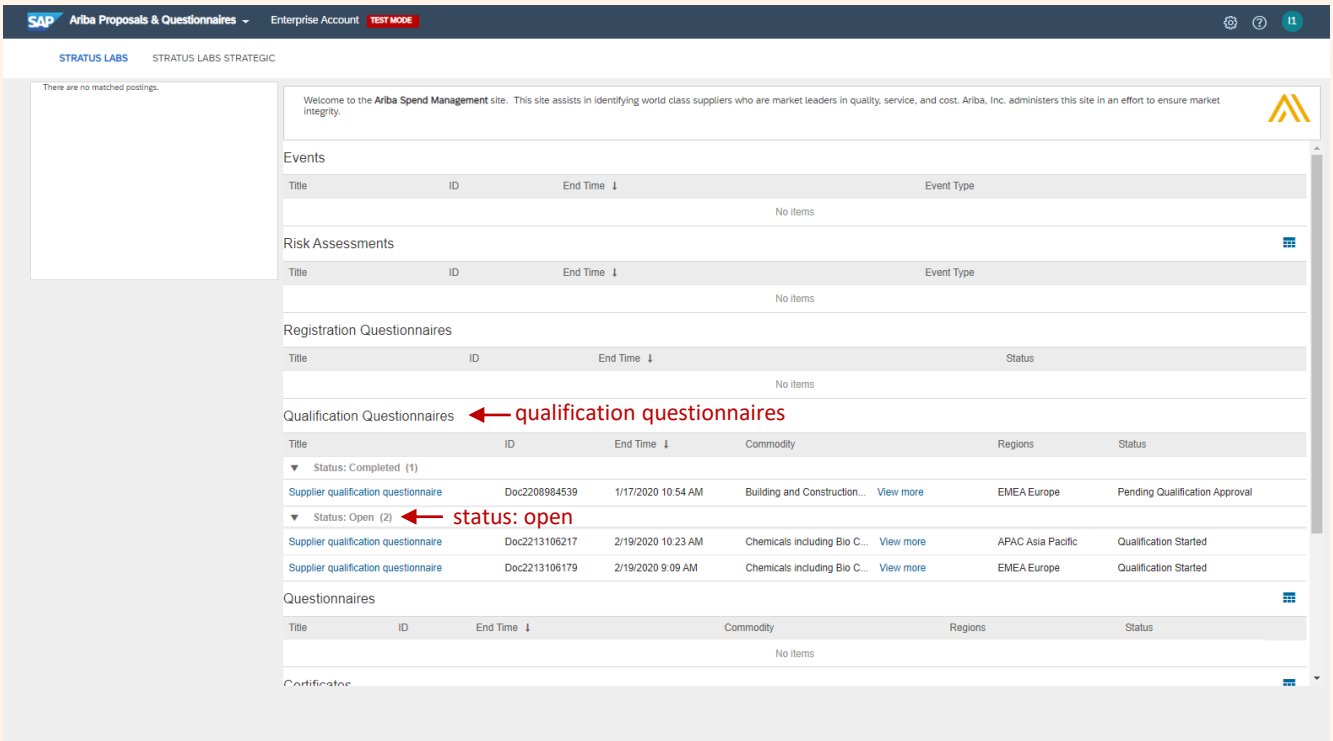
Supplier Qualification

Scenarios	Ariba® Screen Reference
Login as a Supplier	1. See handout for login

Supplier Qualification



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

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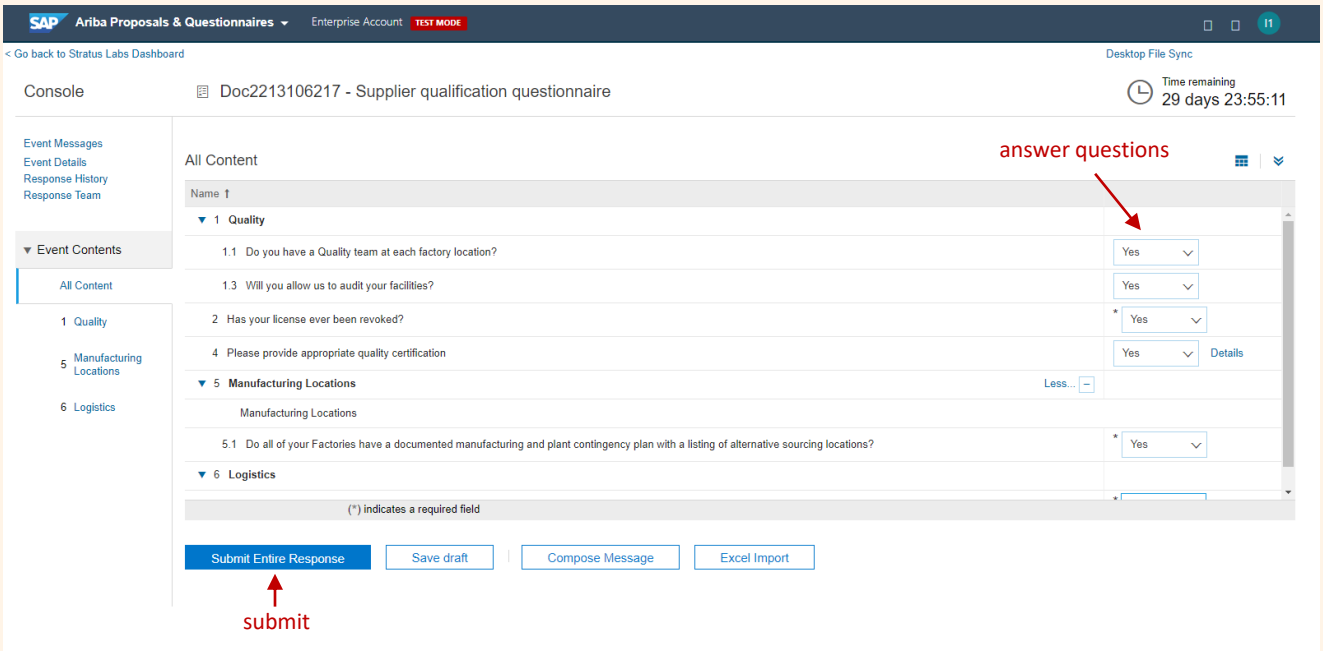
Supplier Qualification

Scenarios	Ariba® Screen Reference
Login as a Supplier	1. See handout for login

Supplier Qualification



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

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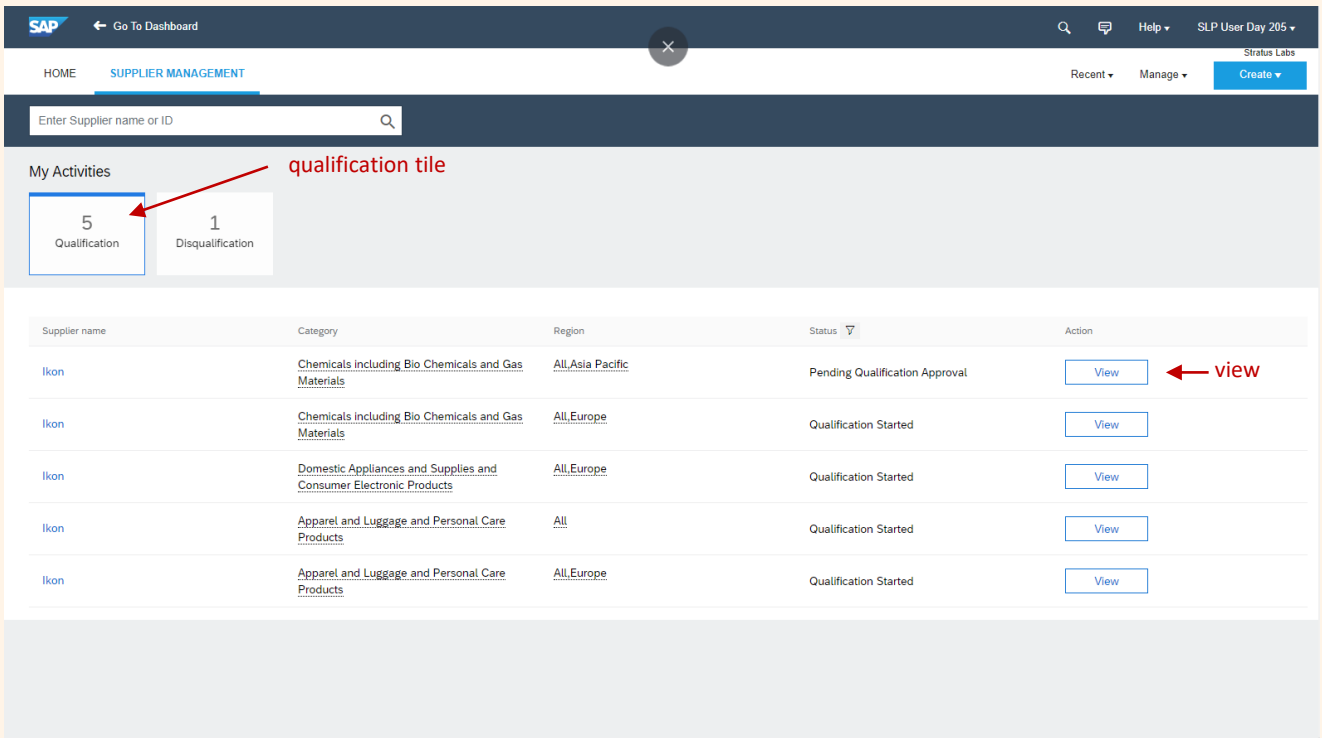
Supplier Qualification

Scenarios	Ariba® Screen Reference
Login as a Buyer	1. See handout for login

Supplier Qualification



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

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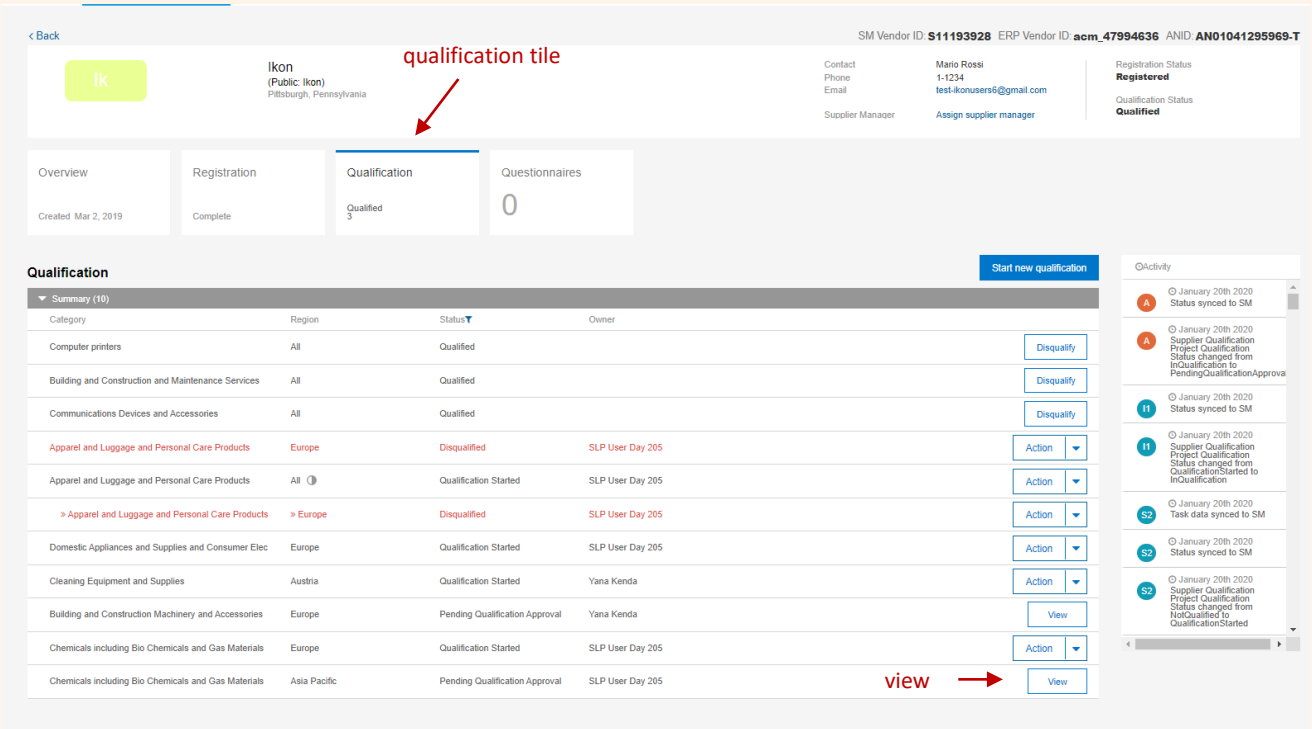
Supplier Qualification

Scenarios	Ariba® Screen Reference
Login as a Buyer	1. See handout for login

Supplier Qualification



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

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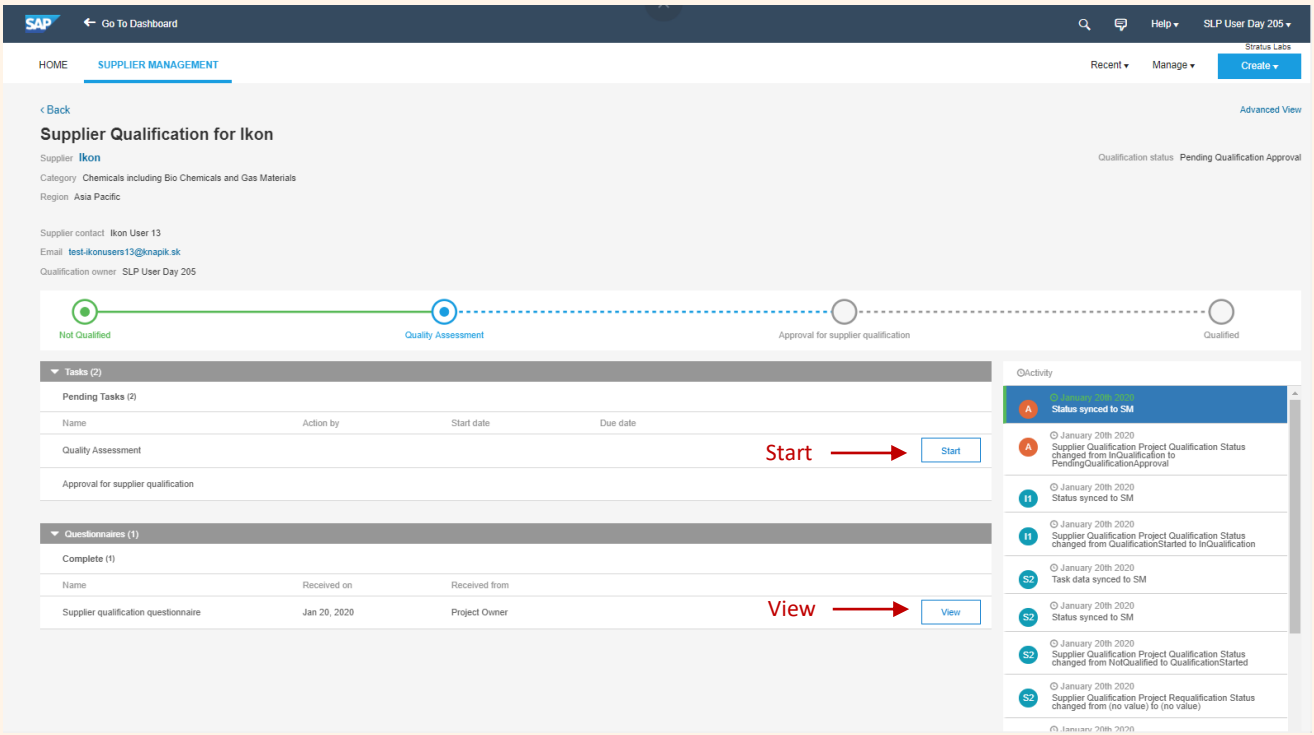
Supplier Qualification

Scenarios	Ariba® Screen Reference
Login as a Buyer	1. See handout for login

Supplier Qualification



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

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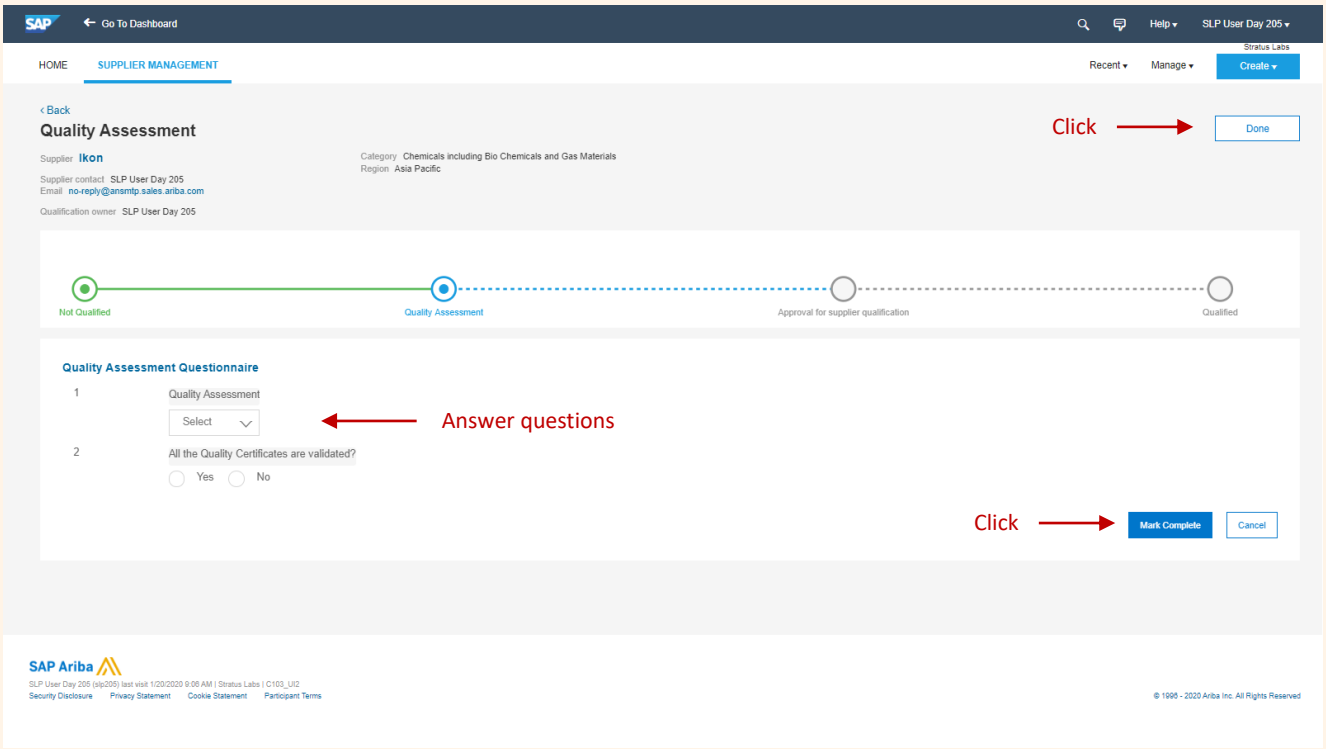
Supplier Qualification

Scenarios	Ariba® Screen Reference
Login as a Buyer	1. See handout for login

Supplier Qualification



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

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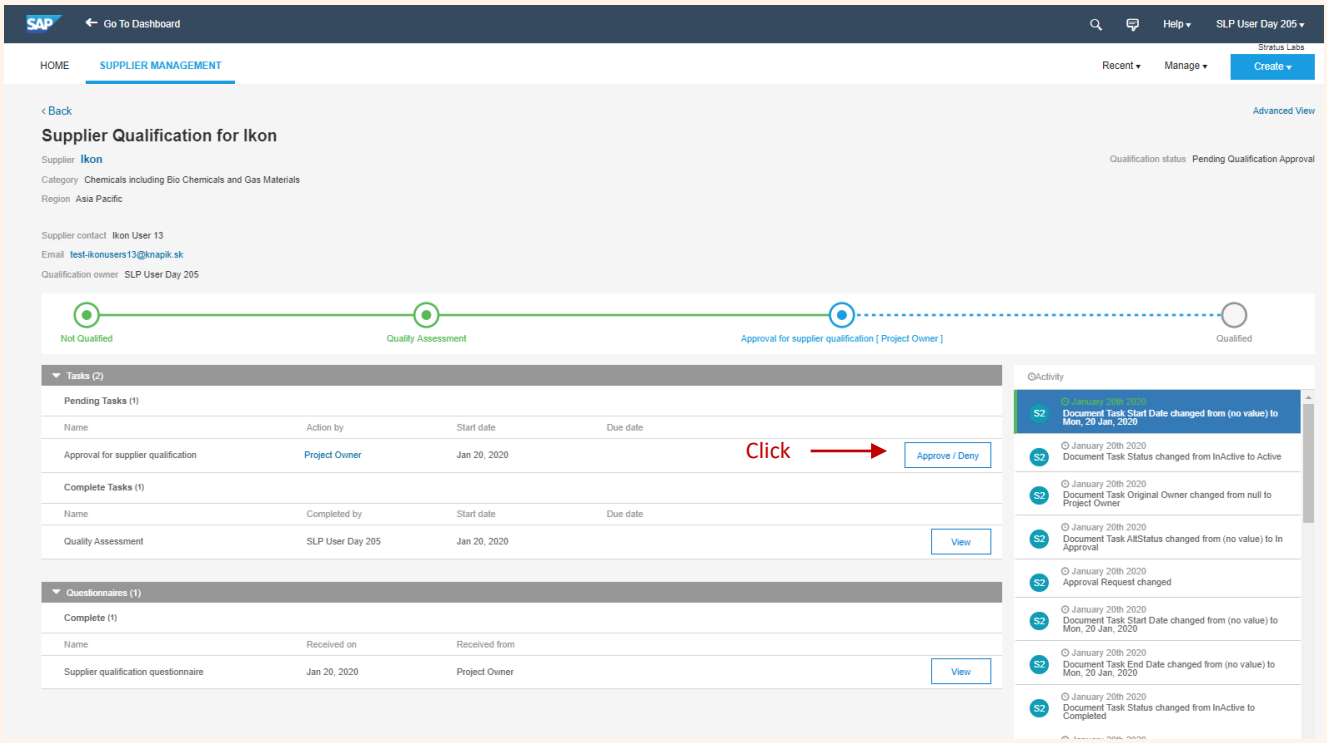
Supplier Qualification

Scenarios	Ariba® Screen Reference
Login as a Buyer	1. See handout for login

Supplier Qualification



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.

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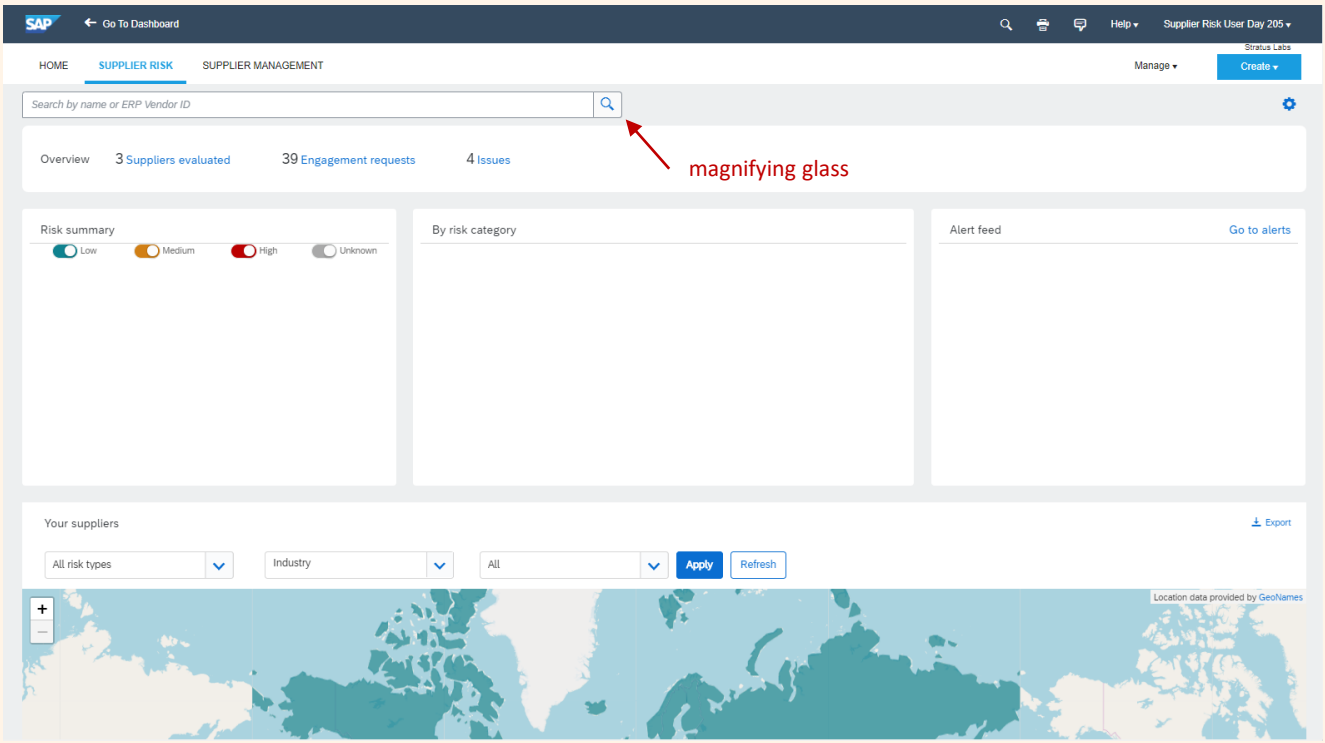
Supplier Risk

Scenarios	Ariba® Screen Reference
Login as a Buyer	1. See page 4 for login in column User name Risk

Following Suppliers



1. Click on *magnifying glass*

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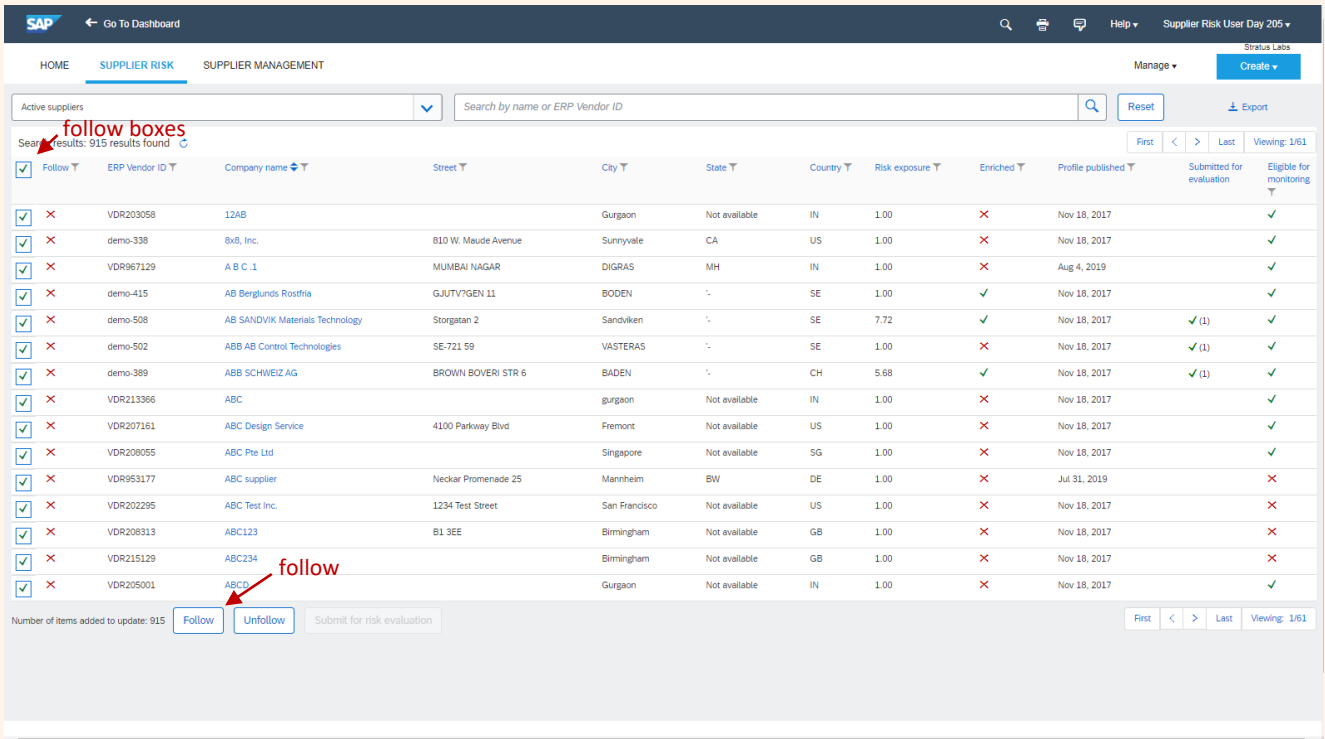
Supplier Risk

Scenarios	Ariba® Screen Reference
Login as a Buyer	1. See handout for login

Following Suppliers



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*

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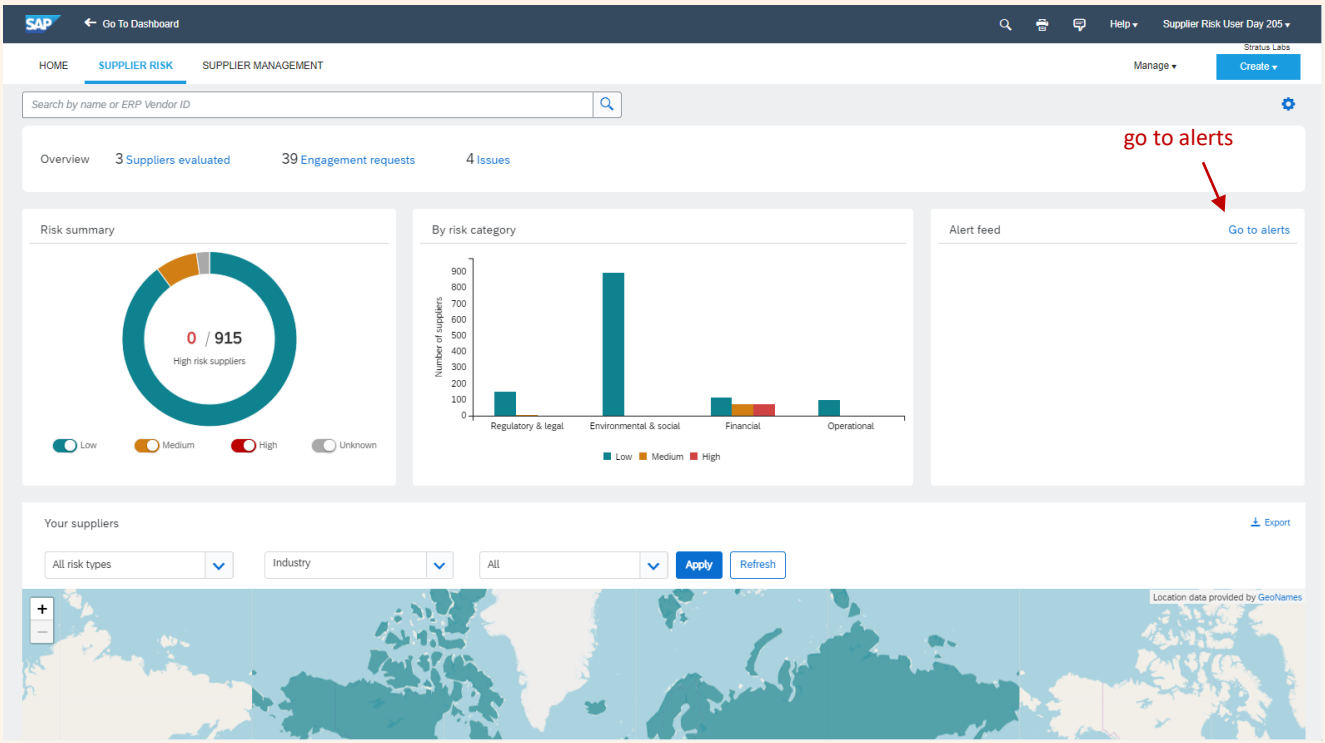
Supplier Risk

Scenarios	Ariba® Screen Reference
Login as a Buyer	1. See handout for login

Alerts Feeds



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

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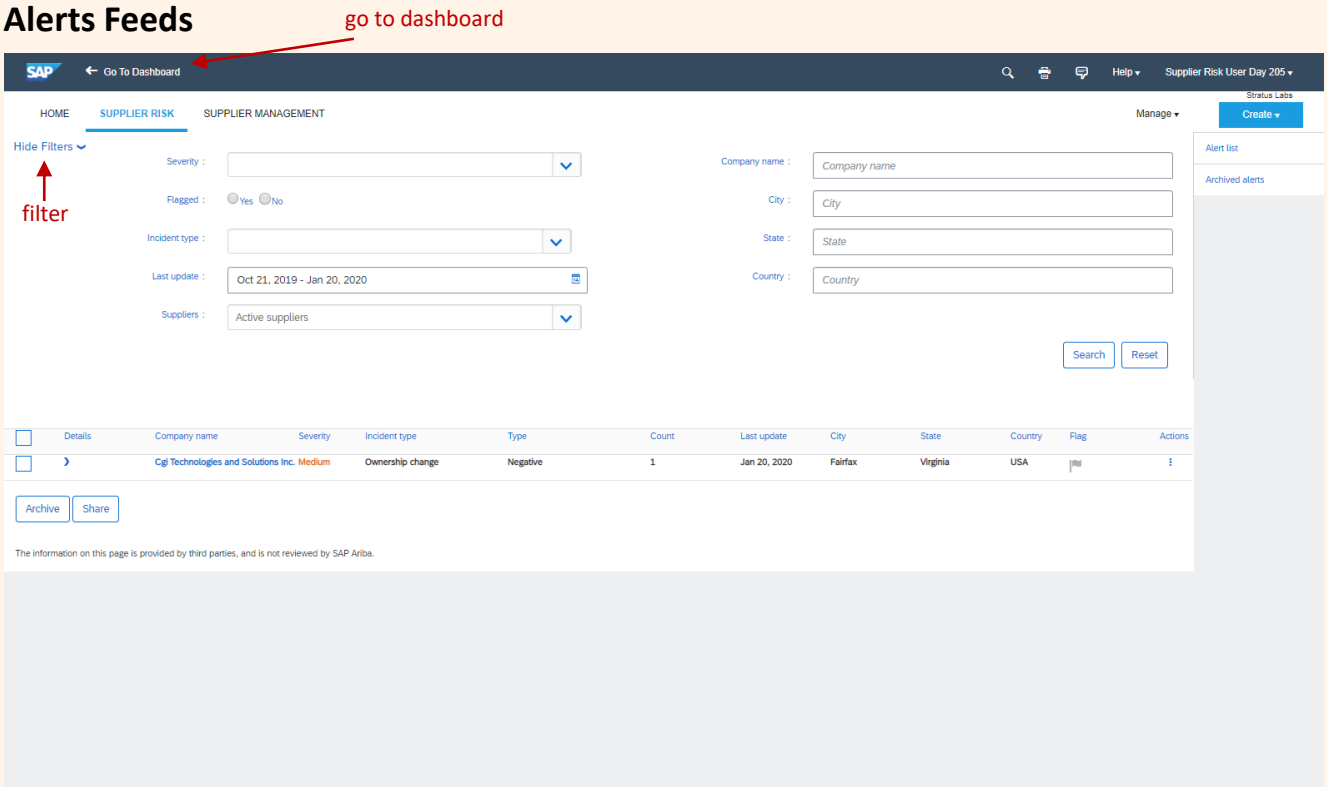
Supplier Risk

Scenarios	Ariba® Screen Reference
Login as a Buyer	1. See handout for login

Alerts Feeds



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

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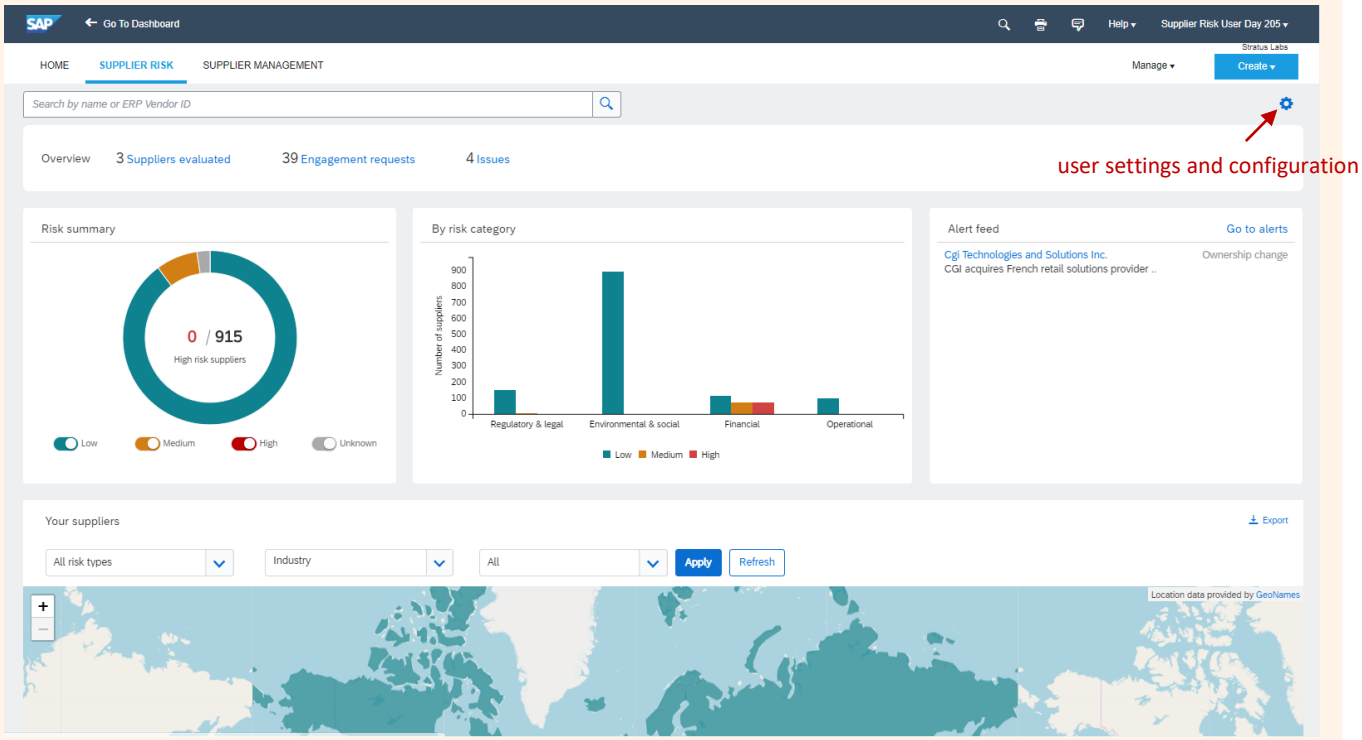
Supplier Risk

Scenarios	Ariba® Screen Reference
Login as a Buyer	1. See handout for login

User Settings



1. Go to *user settings and configuration*

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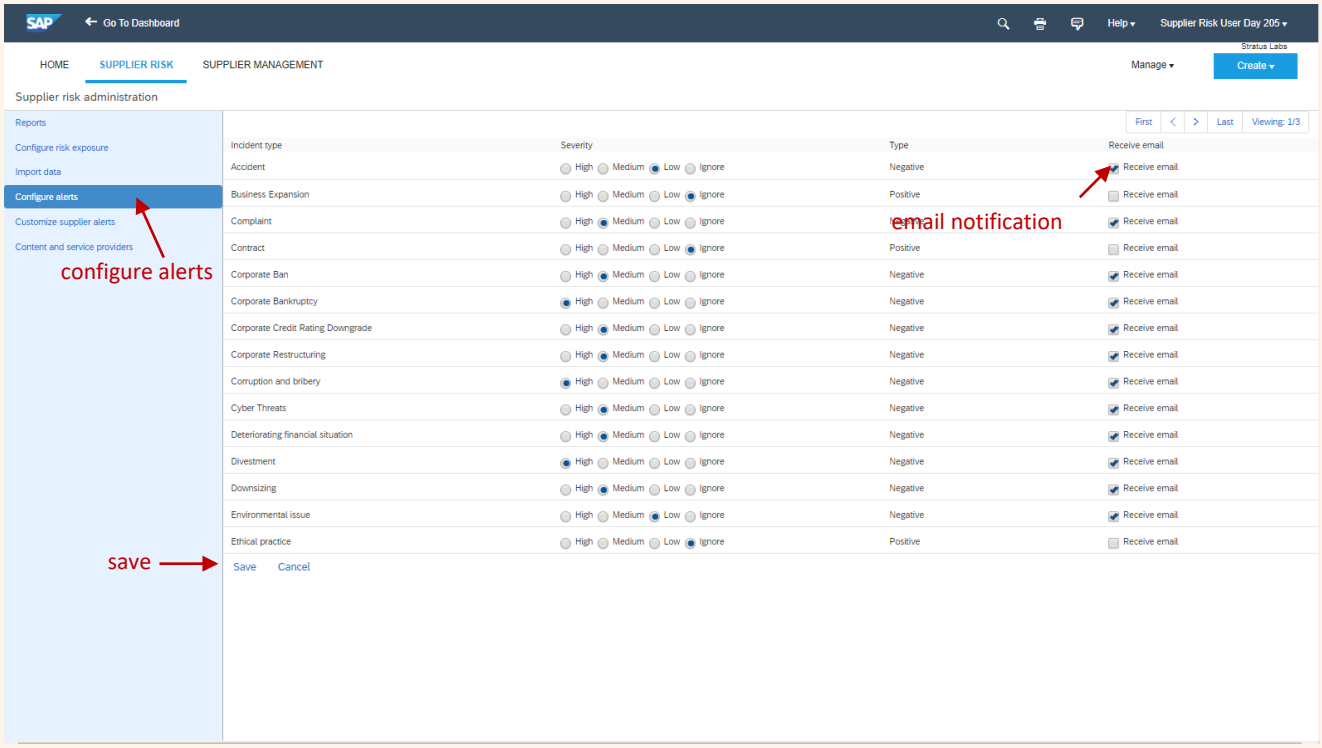
Supplier Risk

Scenarios	Ariba® Screen Reference
Login as a Buyer	1. See handout for login

User Settings



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

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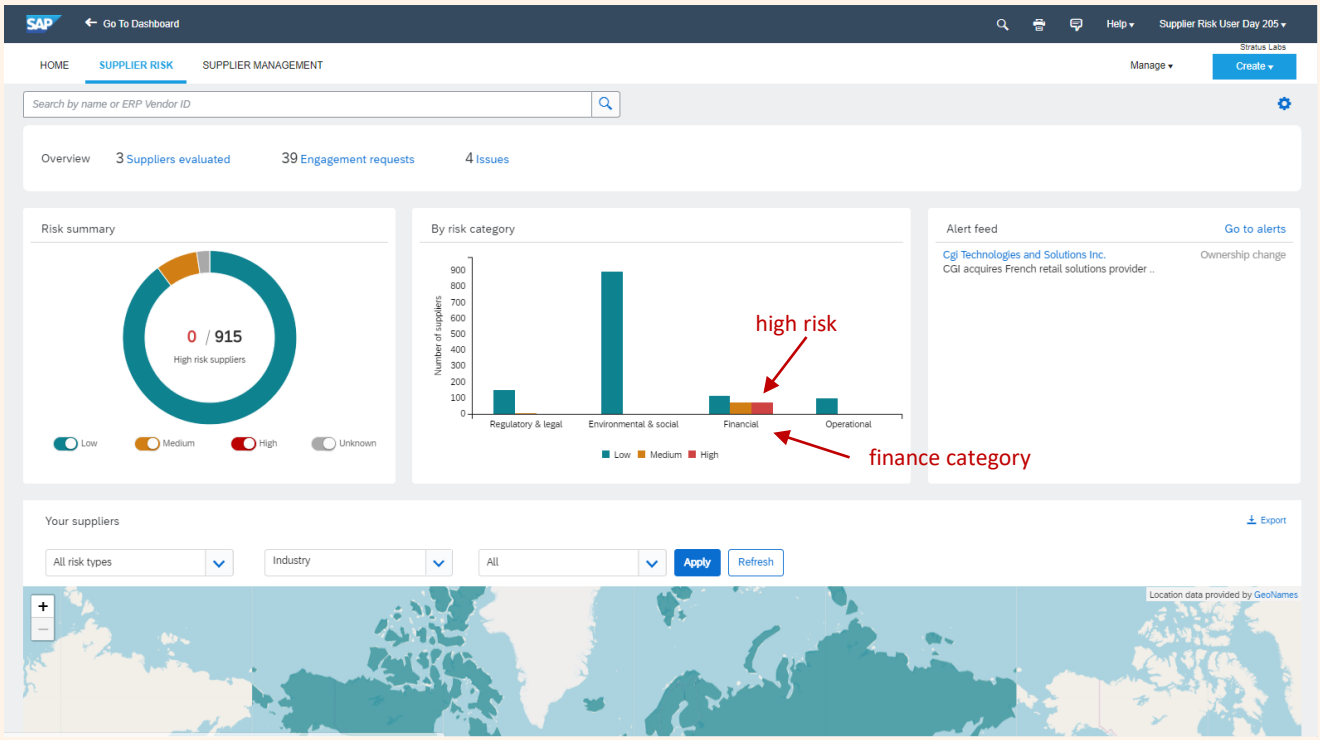
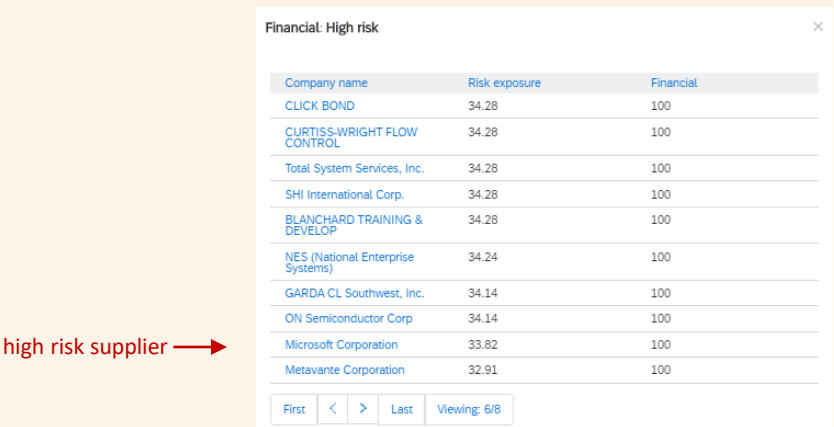
Supplier Risk

Scenarios	Ariba® Screen Reference
Login as a Buyer	1. See handout for login

Dashboard





high risk supplier →

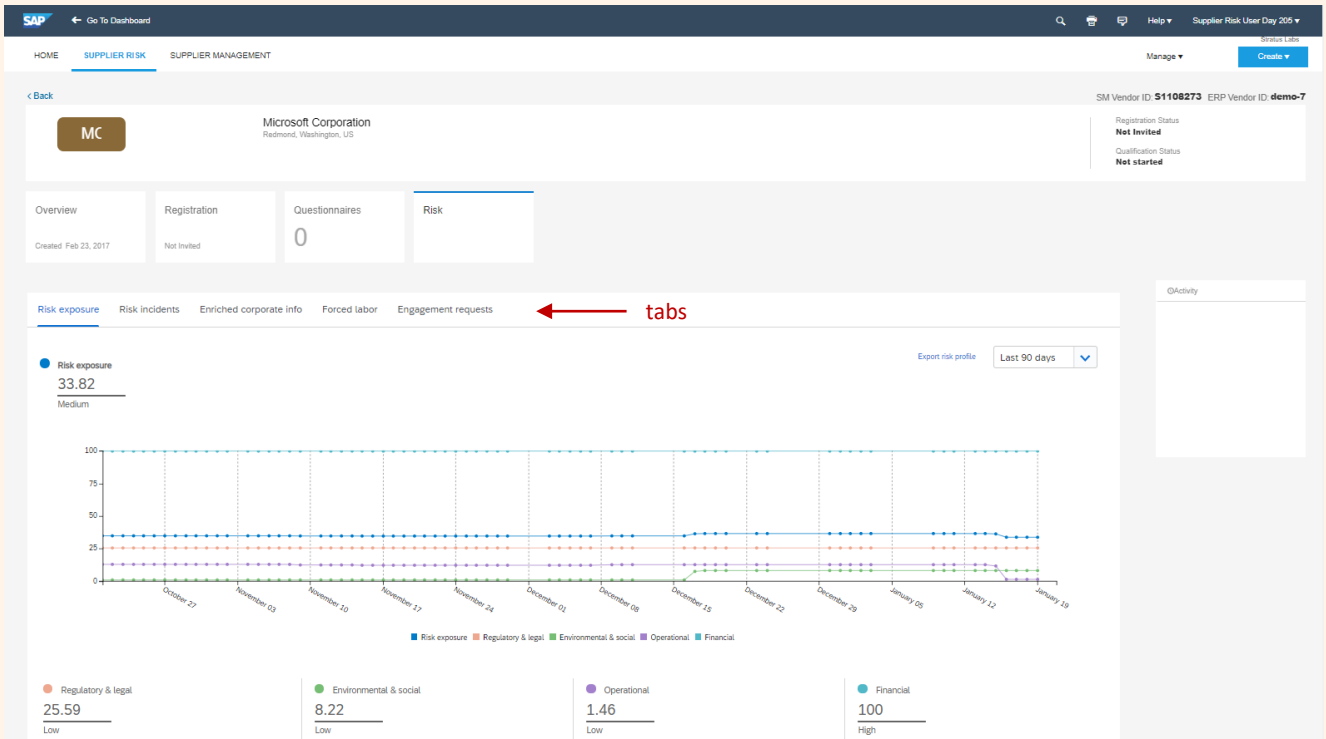
1. Click on the *high risk* (red bar) for the Financial category and then scroll through the list of companies.
2. Select one of the *high risk suppliers (e.g. Microsoft Corporation)*

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

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