

The Synlait logo is rendered in a white, bold, sans-serif font. It is centered horizontally and positioned in the upper half of the page. The background features a vibrant pink and white abstract design with flowing, liquid-like shapes that create a sense of movement and depth.

Synlait

SYNLAIT TRAINING GUIDE

**SAP Ariba BUSINESS NETWORK
INTRODUCTION**

WELCOME TO THE SAP ARIBA BUSINESS NETWORK



WELCOME TO THE Ariba NETWORK

Welcome aboard! The Ariba Network is the leading business network with over two million trading partners in 190 countries transacting more than 1 trillion USD annually. Join the Ariba Network to transact electronically with your customers and find new business opportunities.

First, check out our videos to learn more about the value Ariba Network offers to sellers

- [Ariba Customer Success Testimonials](#) [SAP Ariba Supplier Enablement](#)

Getting started

- **Register on the SAP Ariba Business Network.** Follow the instructions and use the activation link from the *Trading Relationship Request* email communication, received from ordersender-prod@ansmtp.ariba.com Please contact our team in case you have not received this email.
- **Configure your SAP Ariba Business Network account.** Ensure that your account is configured according to the business needs occurring between your company and your customer.
- **Create a Test account** - Creating a Test account will allow you to become familiar with Synlait's processes in a Test environment prior to moving into the production environment.
- **Review training materials.** Located below you will find **Synlait's** training materials to assist you with the tasks listed above. You will be able contact your category manager or the Synlait Ariba team in the coming weeks if you need more help with these processes.

Account Access

- Login to the Ariba Network: <https://supplier.ariba.com>

Useful Links - [Ariba Network Terms of Use](#) - [Ariba Product Policies](#) - [Ariba Training YouTube Channel](#)

WELCOME TO THE SAP Ariba BUSINESS NETWORK

Getting started

Accept Your Invitation

The invitation to join SAP Ariba Business Network is also called Trading Relationship Request (TRR). This e-mail contains a unique activation link that will direct you to the landing page.

Ensure you are the required person to accept the relationship from your Buyer

The person who accepts the relationship automatically becomes the business SAP Business Network System Administrator

From the TRR email open Click on **Get Started**

- About this invitation panel – displays content such as the **From:** and **To:**, a **message from your Buyer** and a **Read More** link for more information from your Buyer and **About SAP Business Network** link taking users to an external website
- **Use Existing Account** – As the System Administrator you have identified an existing account, using an existing account reduces the need for multiple log ins
- **Create New Account** - Creation of a new account to transact with the Buyer

We would like to invite you to connect with us on SAP Business Network. As part of our digital transformation, we expect our suppliers to process orders and submit invoices via this network.

You can learn more about the why, what, and when of this transformation by watching our recent supplier summit recording, accessible via the supplier information portal below.

You can login and connect with an existing Ariba Network account or create a new account on SAP Business Network and establish the connection. We're looking forward to continuing doing business with you on SAP Business Network.

Click **Get started** to connect.



Link expires: Sunday, Jul 04, 2021, 12:00AM PDT

WELCOME TO THE Ariba NETWORK

Existing Account

If you know you have an existing account that you would like to use, click on **Use existing account**.

Connecting to your Existing Account

You can then use your credentials to connect to an existing account.

Enter the **Username** and the **Password** for the account you wish to use

Click on **Connect**

Create New Account

If you need to create a new account, click on **Create new account**.

Synlait Milk Limited

Connect with Synlait Milk Limited on Ariba Network to collaborate.

Invited by Synlait Milk Limited

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

[Review accounts](#)

or

[Use existing account](#) ⓘ

[Create new account](#) ⓘ

Synlait Milk Limited

Sign in to connect with Synlait Milk Limited

Please login to the account: *Name of existing account*

Username

[Forgot username?](#)

Password

[Forgot password?](#)

[Connect](#)

Synlait Milk Limited

Connect with Synlait Milk Limited on Ariba Network to collaborate.

Invited by Synlait Milk Limited

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

[Review accounts](#)

or

[Use existing account](#) ⓘ

[Create new account](#) ⓘ

WELCOME TO THE Ariba NETWORK

Create a New Account

If determined that a new account is required

Confirm or update the **Company information**, information is prepopulated based on the information from the Buyer.

Ensure that all fields with an asterisk have been completed

Scroll down to **Administrator account information**

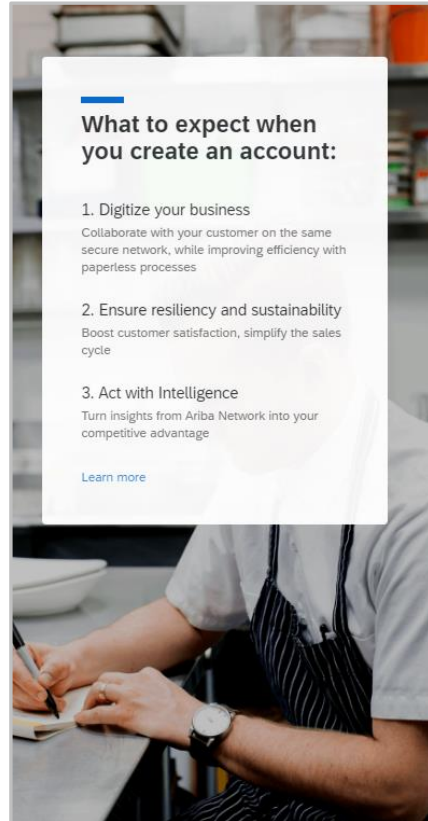
Confirm or update the **Administrator account information**

Create a password, enter the **Password** and **Repeat password**

Open and review the **Terms of Use**, then click on I have read and agree with the Terms of Use

Click on **I'm not a robot**

Click on **Create Account**



Synlait Milk Limited

Create an account to connect and collaborate with Synlait Milk Limited Ariba Network

Company information ⓘ

Company (legal) name *
Tulip Lighting Equipment

Country/Region *
United States [USA]

Address line 1 *
4578 Grand Lake Avenue

Address line 2

Address line 3

City *
Auburn

State *
Alabama [US-AL]

Zip *
36801

Administrator account information ⓘ

First name *
Ben

Last name *
Bootman

Email *
ben.boothman@tuplighting.com

Use my email as my username

Password *
[]

Repeat password *
[]

Business role *
Choose your primary business role

I have read and agree with the [Terms of Use](#)
Please read [SAP Ariba Privacy Statement](#) to learn how we process personal data.

I'm not a robot

reCAPTCHA
Privacy · Terms

Create account

SAP BUSINESS NETWORK ROUTING

ROUTING OPTIONS

- There are a number of Electronic Order Routing Options, ensure that you select the correct routing type
- In most instances the System Administrators email will auto-populate most fields
- An Email must be provided in all fields with an asterisk, however until the option is selected by placing a tick in the associated box it will not activate
- Up to 5 email addresses can be entered into each field separated by a comma only, do not include spaces or use other separators
- Using emails and selecting to attach a copy of the Purchase Order means that Suppliers can view what their Buyers require prior to logging into the SAP Business Network – SAP Ariba
- Email addresses can include distribution lists, generic email boxes or specific people's email addresses
 - **Online** – This means that the Purchase Order is sent to the SAP Business Network but no email notifications will be sent to advise there is a new purchase order from your Buyer/s
 - **Email** – This is the default setting and means that an email will be sent to advise that a new purchase order/s is in the SAP Business Network from your Buyer/s
 - **cXML/EDI** – Only used when system integration is set up
- This document only directs suppliers to complete the mandatory fields required for the initial set-up, however, there are many other fields that can be activated to send emails for other document types (default is set to online)

SAP BUSINESS NETWORK ROUTING

ORDER ROUTING

Electronic Order Routing is where suppliers can set up the preferred method for transacting with your customer, the information entered affects all users on your SAP Business Network

Where a Supplier is transacting with multiple Buyers on the SAP Business Network, separate routing for each different Buyer cannot occur.

Also, ensure that all fields with asterisks have an email address entered, only when there is a tick next to the option does it become active.

Open **Network Settings** by, clicking on your **Initials** at the top right of your screen, selecting **Settings**

1. Click on **Electronic Order Routing** under Network Settings
2. Locate **New Orders**
3. Select the **Routing Method** (the default is Email)
4. Confirm or enter up to 5 emails **into Email Address**,

To add more emails only use a comma, no spaces or dashes

5. Select the required option/s from (Enterprise Accounts only):
 - Attach cXML document in the email message
 - Include document in the email message
 - Leave attachments online and do not include them with email messages etc.
 - Attach PDF document in the email message
 - All other New Order routing methods will reflect the choice made for Catalog Orders without Attachments

6. Scroll down to **Notifications**

Network Settings

Save Close

Electronic Order Routing 1 Electronic Invoice Routing Accelerated Payments Settlement

* Indicates a required field

External System Integration

New Orders 2

Document Type	Routing Method	Options
Catalog Orders without Attachments	Email 3	Email address: 4 <input type="checkbox"/> Attach cXML document in the email message <input type="checkbox"/> include document in the email message <input type="checkbox"/> Leave attachments online and do not include them with email message. This applies to all orders with attachments that have the routing method "Same as new catalog orders without attachments". <input type="checkbox"/> Attach PDF document in the email message
Catalog Orders with Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email ▲ Attachments are left online.
Non-Catalog Orders without Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email
Non-Catalog Orders with Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email ▲ Attachments are left online.

Notifications 6

Type	Send notifications when...	To email addresses (one required)
	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable.	

SAP BUSINESS NETWORK ROUTING

ORDER ROUTING AND NOTIFICATIONS

Suppliers can identify when they require to be notified about a document by ticking in the applicable **Send Notifications when...**

At least one email address must be in the To email addresses and the System Administrator email may already be displayed

1. Select the required **Send notifications when...**, putting a tick in the associated box activates the selection
2. Confirm or enter the **To email addresses** applicable email address
3. Click on **Save**

A **Green** ribbon indicates that it has been successfully saved, a **Red** ribbon indicates an error, correct and re-save

4. Click on **Close** to exit or select the next tab required

Even if none of the selections are chosen there must be an email address in the fields with an asterisk

Type	Send notifications when...	To email addresses (one required)
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 notification for new purchase orders to suppliers. <input type="checkbox"/> Send notification to suppliers when purchase orders are changed.	
Purchase Order Inquiry	<input checked="" type="checkbox"/> Send a notification when purchase order inquiries are received. <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.	

Network Settings

Save Close

✓ Your profile has been successfully updated.

Electronic Order Routing Electronic Invoice Routing Accelerated Payments Settlement

SAP BUSINESS NETWORK ROUTING

INVOICE ROUTING AND NOTIFICATION

The Electronic Invoice Routing activity is required only for Notifications

- Do not change the Routing Method for Invoices and Customer Invoices unless advised to do so from an SAP Ariba Representative

- Select the required **Send notifications when...**, putting a tick in the **Send a notification when invoices are undeliverable or rejected**

Note: Selecting Send a notification when invoice status changes generates an email for each process associated with the invoice and may trigger large quantities of emails

- Confirm or enter the **To email addresses** applicable email address

- Click on **Save**

A **Green** ribbon indicates that it has been successfully saved, a **Red** ribbon indicates an error, correct and re-save

- Click on **Close** to exit or select the next tab required

Even if none of the selections are chosen there must be an email address in the fields with an asterisk

Network Settings

Electronic Order Routing Electronic Invoice Routing Settlement

General Tax Invoicing and Archiving

Capabilities & Preferences

Sending Method

Document Type	Routing Method	Options
Invoices	Online	Return to this site to create invoices
Customer Invoices	Online	Save in my online inbox

Notifications

Type	Send notifications when...	To email addresses (one required)
Invoice Failure	<input checked="" type="checkbox"/> Send a notification when invoices are undeliverable or rejected.	* <input type="text"/>
Invoice Status Change	<input type="checkbox"/> Send a notification when invoice statuses change.	* <input type="text"/>
Invoice Created Automatically	<input type="checkbox"/> Send a notification when an invoice is created automatically on behalf of your company.	* <input type="text"/>

Network Settings

Save Close

✓ Your profile has been successfully updated.

Electronic Order Routing Electronic Invoice Routing Settlement

GO FURTHER WITH YOUR Ariba NETWORK ACCOUNT

ERP Integration

The Ariba Network offers possibility to integrate with your back-end ERP system for automatic exchange of electronic documents. For more information, please review below guides.

Technical Specifications, documentation and examples are available on request:

- Introduction to Integrated Suppliers
- Checklist
- cXML Specifications
- EDI Specifications
- cXML User's Guide
- Ariba cXML Solutions Guide
- CSV Guide

Integration Testing

All suppliers transacting through the Ariba Network using one of the following integration methods will be required to test with Synlait:

- cXML Transactions
- EDI Transactions

Expression your interest through ariba@synlait.com



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