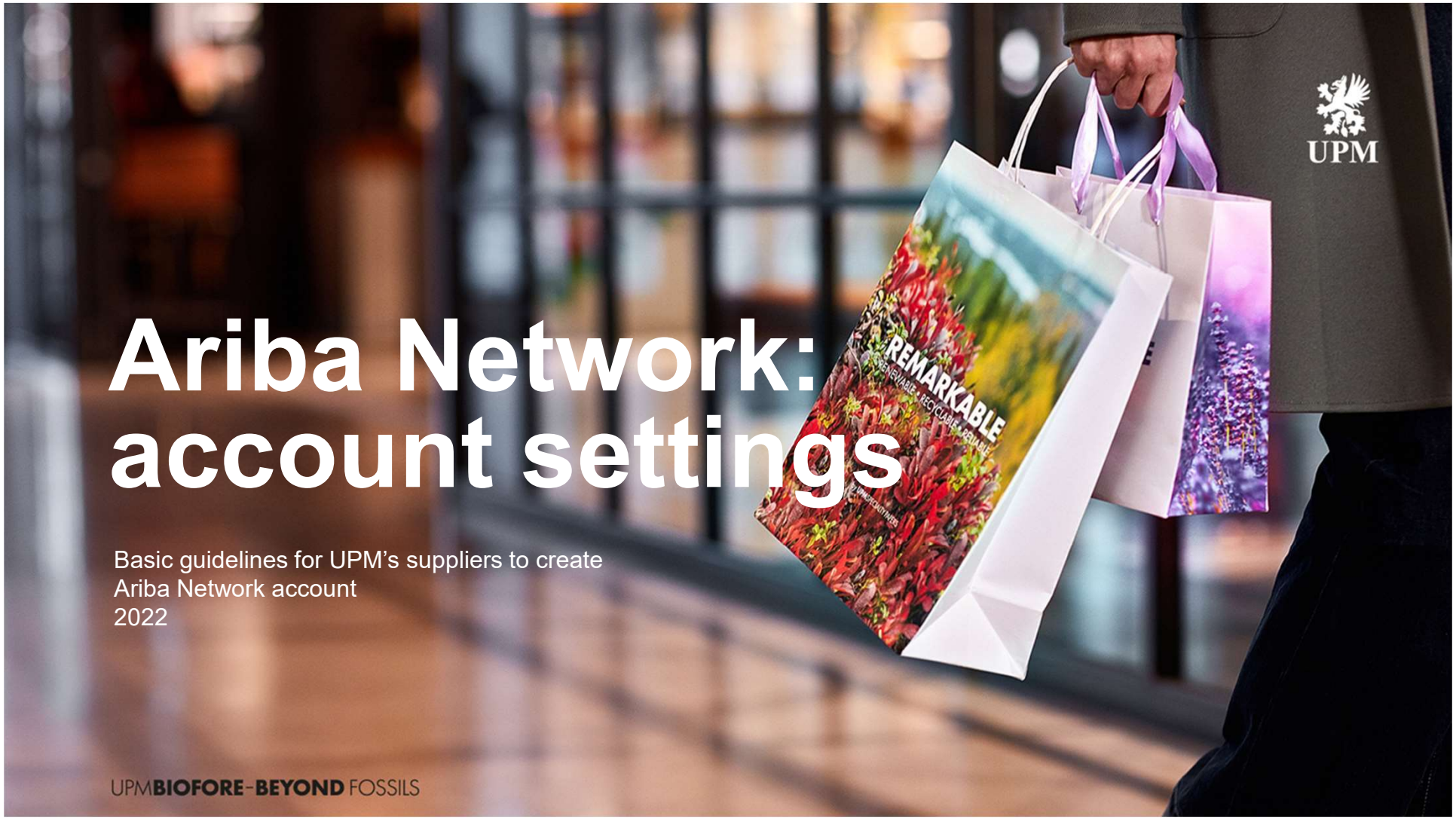


Ariba Network: account settings

Basic guidelines for UPM's suppliers to create Ariba Network account
2022

UPM BIOFORE - BEYOND FOSSILS

Steps for the suppliers

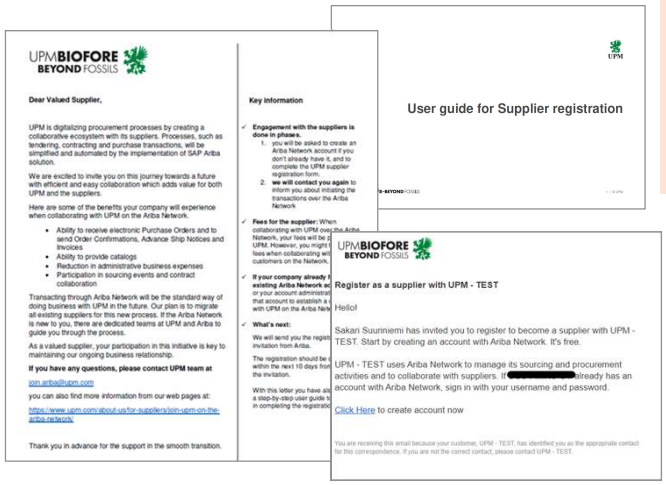
Supplier registration in Ariba (completed)

1. Ariba Network account settings and creation of new users

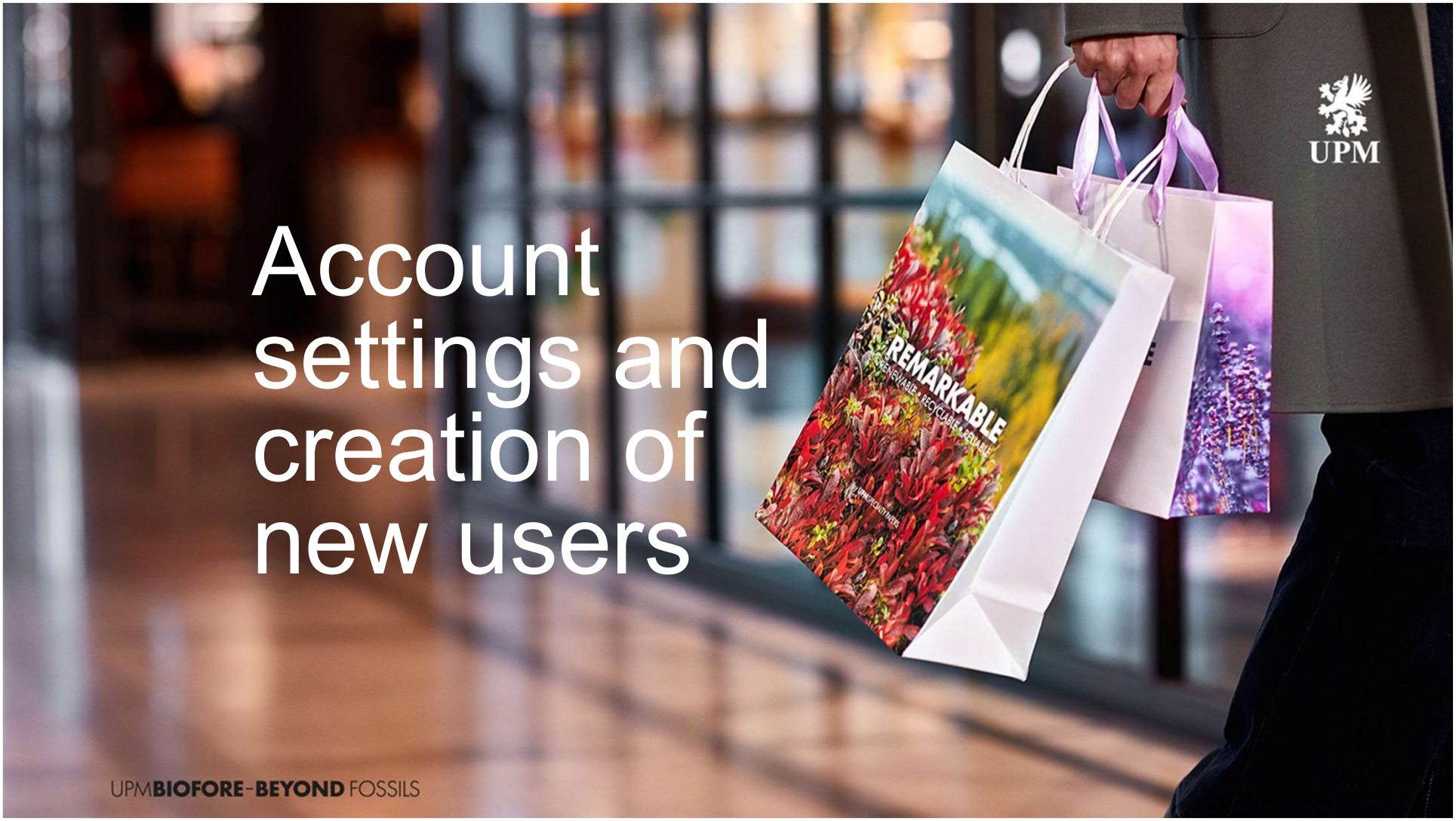
Guidelines in this document

2A. Order processing in Ariba Network

2B. Work with Request for quotations (RFQ) from Ariba Guided Buying in Ariba Network



Information that you have received previously by email


Account settings and creation of new users
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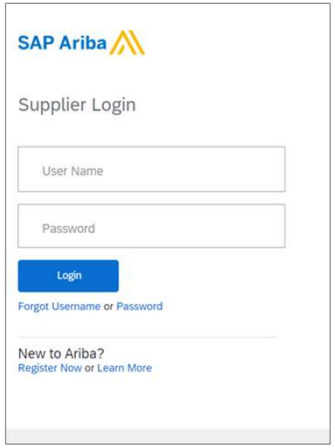
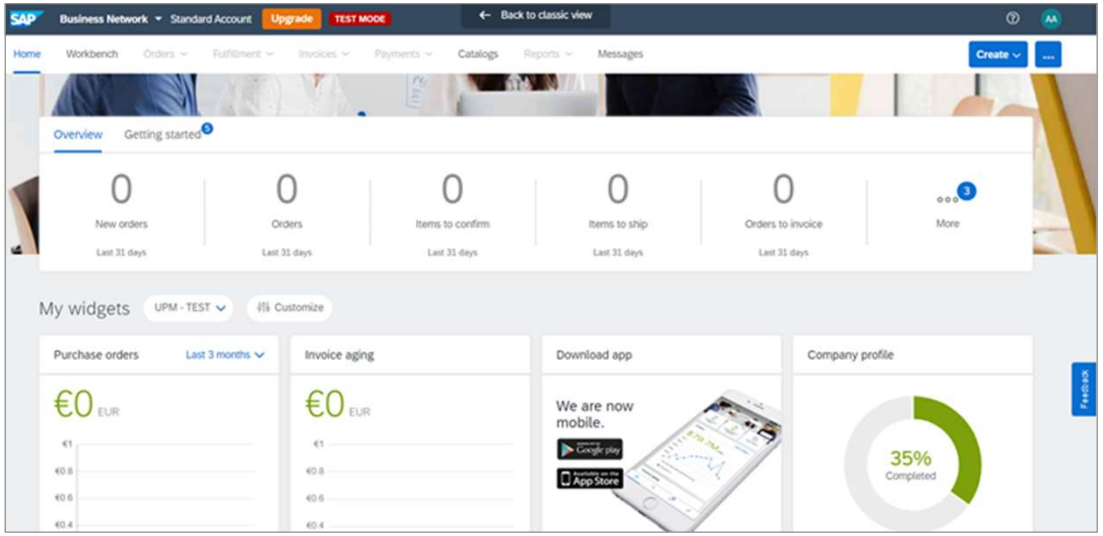
Logging in with your Ariba Network account

Log in to Ariba Network with your username and password
(created when you registered in Ariba Network)

Access to the platform:
https://supplier.ariba.com

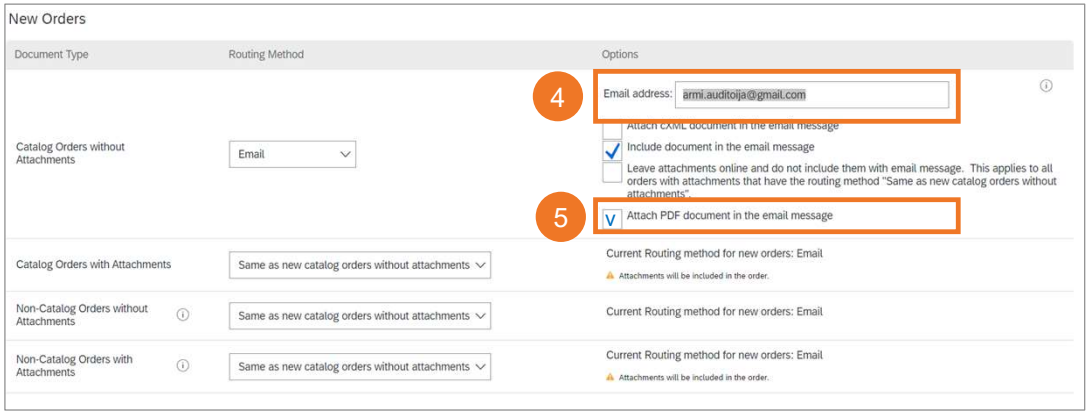


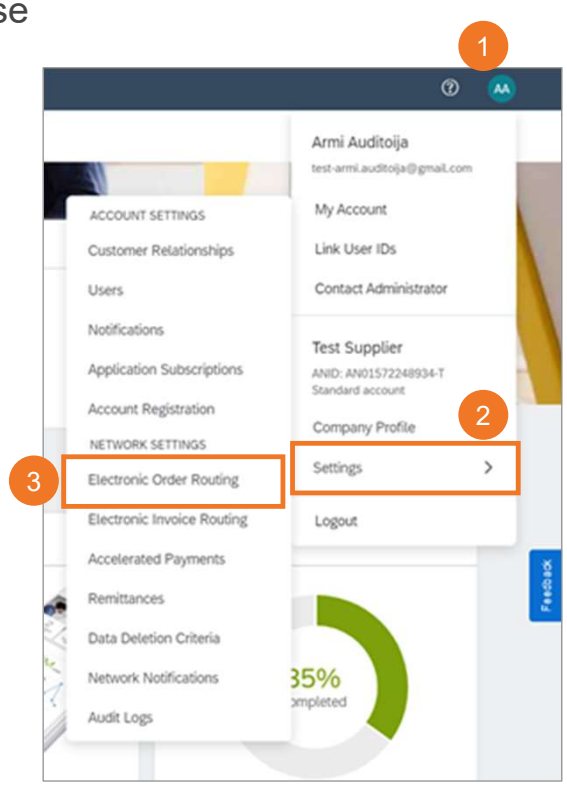


Define recipients for electronic documents

Start with specifying the people who will receive electronic purchase orders and other documents from UPM:

1) Click on your initials in the upper right corner of the platform landing page
2) Choose Settings
3) Choose Electronic Order Routing
4) Add recipients of the electronic purchase orders in the field “Email address”. Please note that you can add a maximum of 5 email addresses here
5) Choose the format for documents. It is recommended to receive documents as PDF attachments

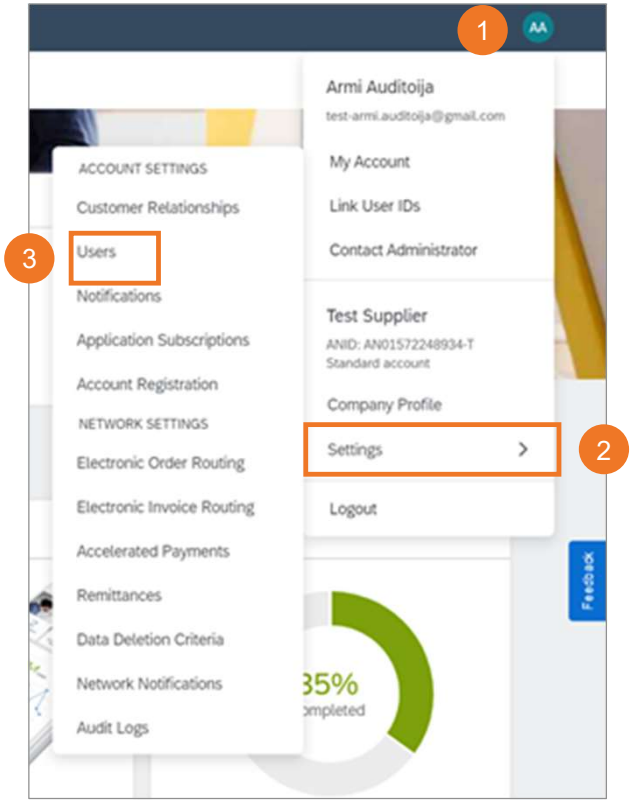




Create roles and add new users in Ariba Network

If you added purchase order recipients without user rights for the account, please create them:

1) Click on your initials in the upper right corner of the platform landing page
2) Choose Settings
3) Choose Users

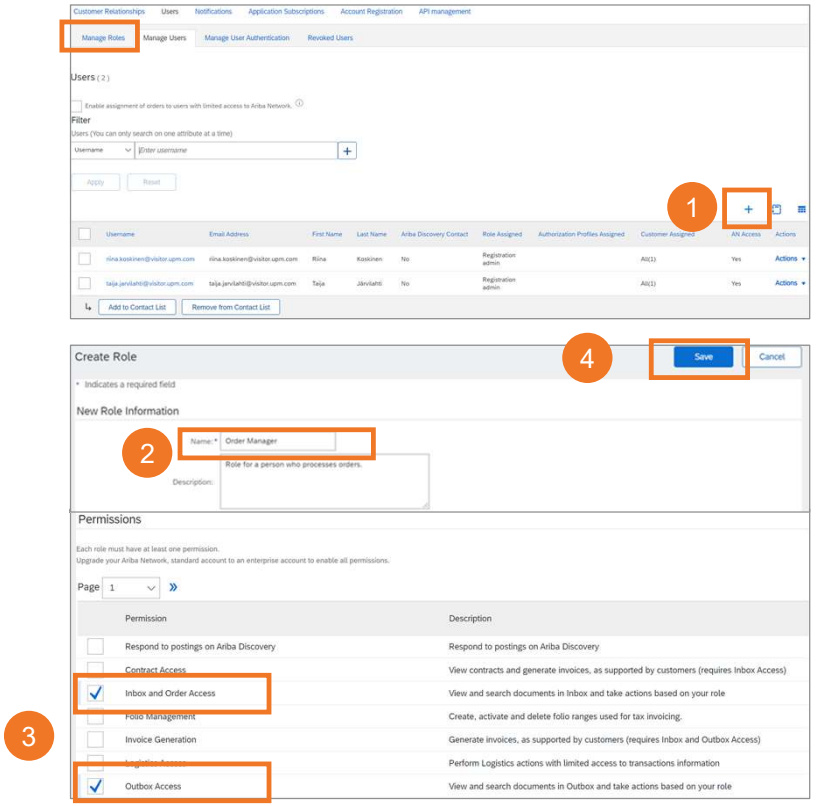


Create a new Ariba Network role

1) Click on the ”+” symbol on the right hand side
2) Name the role, e.g., Order Manager
3) Select at least the following permissions ”Inbox and order access” and ”Outbox Access”
4) Save

Note! If participating in tendering, please choose the needed roles from Permissions page 2

Access Proposals and Contracts



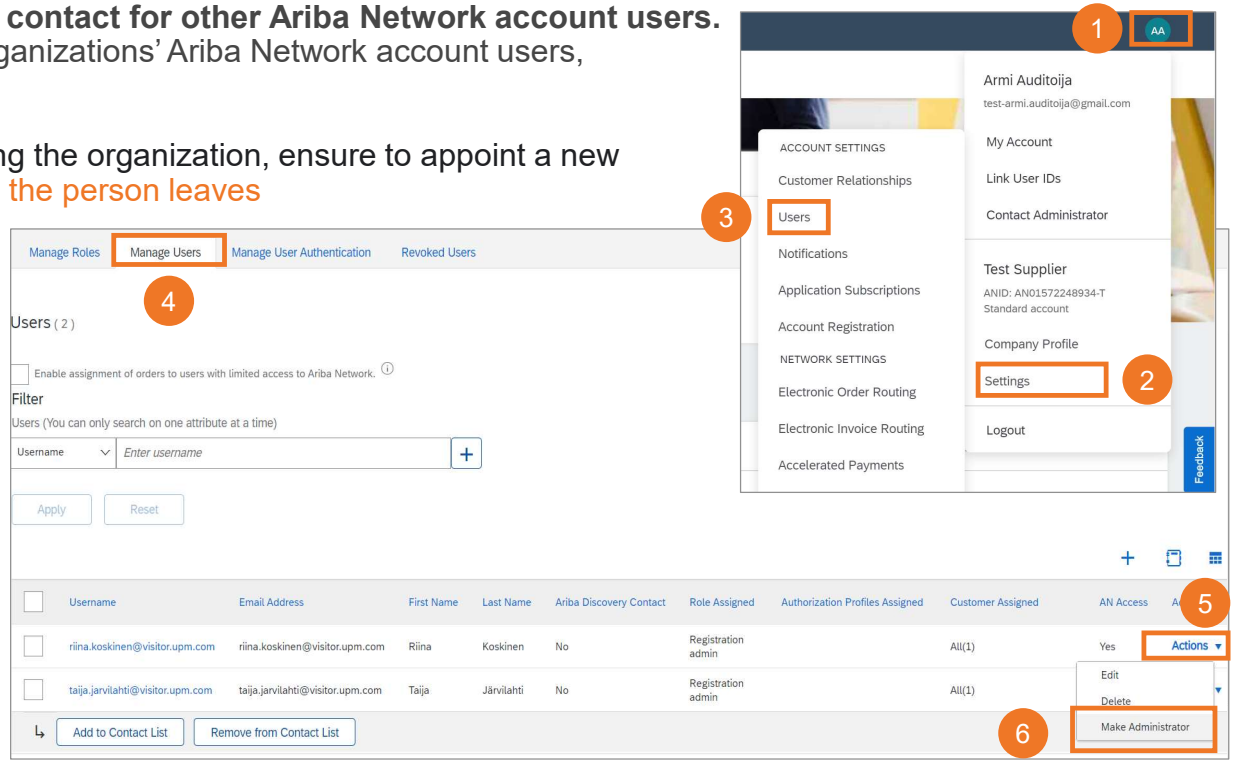
Administrator Role – Ariba Network account

Administrator is **the primary point of contact for other Ariba Network account users.** Administrator can add and remove organizations' Ariba Network account users, and maintain access rights for them

IMPORTANT: If administrator is leaving the organization, ensure to appoint a new administrator in Ariba Network **before** the person leaves

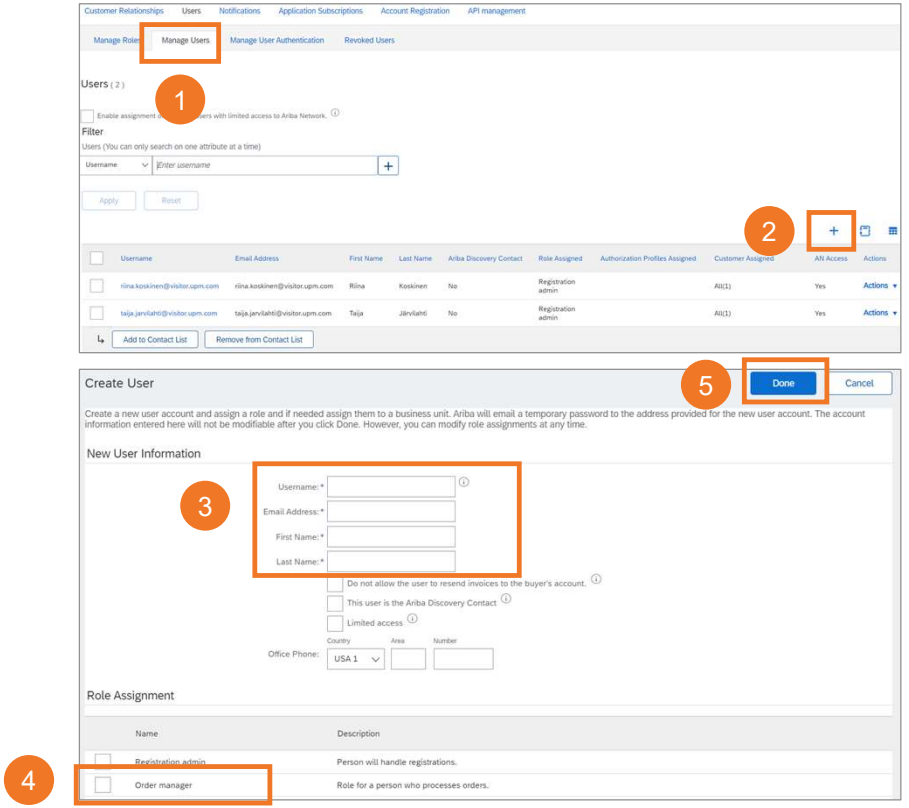
To set the administrator role:

1) Click on your initials in the upper right corner of the platform landing page
2) Choose Settings
3) Choose Users
4) Choose Manage Users page
5) To the right of the selected user, click on Actions
6) Choose Make Administrator



Add a new Ariba Network account user

1) Select Manage Users tab
2) Click on the ”+” symbol on the right-hand side
3) Fill in the needed account user information: username, email, first name, last name
4) Select a role for the new users
5) Click on Done

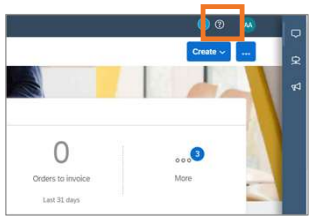


Your account is now ready for receiving purchase orders or requests for quotations (RFQ)

Support and guidance

Tool/technical support

- UPM - SAP Ariba information portal
  - Guidelines for using Ariba Network Standard account
- Ariba Help & Support Center: Click on the "?" symbol on the upper right corner of your Ariba Network account



UPM orders and ways of working

- Join UPM on the Ariba Network
- Ariba Network platform enablement: join.ariba@upm.com
- UPM orders and order processing for suppliers: contactsops@upm.com

Please note: For now, UPM uses Basware system for electronic invoicing. Invoicing in Ariba is not available for UPM suppliers.

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