



Ariba Network: account settings

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

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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

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Account settings and creation of new users



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>

A screenshot of the SAP Ariba Supplier Login page. It features the SAP Ariba logo at the top left, followed by the text 'Supplier Login'. Below this are two input fields: 'User Name' and 'Password'. A blue 'Login' button is positioned below the password field. Underneath the button, there is a link that says 'Forgot Username or Password'. At the bottom of the form, there is a section for 'New to Ariba?' with links for 'Register Now' and 'Learn More'.

A screenshot of the SAP Business Network dashboard. The top navigation bar includes 'SAP Business Network', 'Standard Account', 'Upgrade', 'TEST MODE', and a 'Back to classic view' link. The main dashboard area is divided into several sections. At the top, there is an 'Overview' section with a 'Getting started' indicator. Below this are five key performance indicators (KPIs) represented by large zeros: 'New orders', 'Orders', 'Items to confirm', 'Items to ship', and 'Orders to invoice', each with a 'Last 31 days' label. A 'More' button with a notification icon is also present. Below the KPIs is a 'My widgets' section with a 'UPM - TEST' dropdown and a 'Customize' button. This section contains four widgets: 'Purchase orders' (showing a value of €0 EUR), 'Invoice aging' (showing a value of €0 EUR), 'Download app' (with 'We are now mobile.' text and Google Play/Apple Store logos), and 'Company profile' (showing a 35% Completed progress bar). A 'Feedback' button is located on the right side of the dashboard.

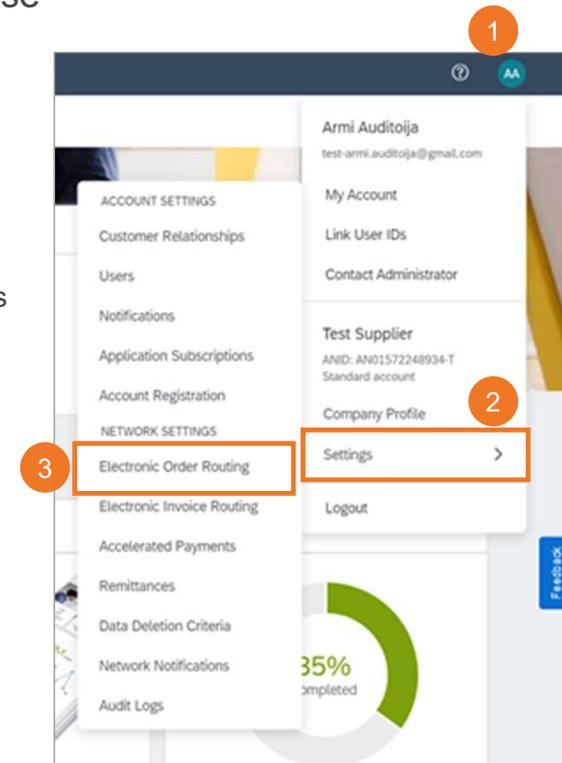
Define recipients for electronic documents



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

Document Type	Routing Method	Options
Catalog Orders without Attachments	Email	<p>Email address: <input type="text" value="armi.audittoja@gmail.com"/></p> <p><input type="checkbox"/> Attach XML document in the email message</p> <p><input checked="" type="checkbox"/> Include document in the email message</p> <p><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".</p> <p><input checked="" type="checkbox"/> Attach PDF document in the email message</p>
Catalog Orders with Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email ⚠ Attachments will be included in the order.
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 will be included in the order.

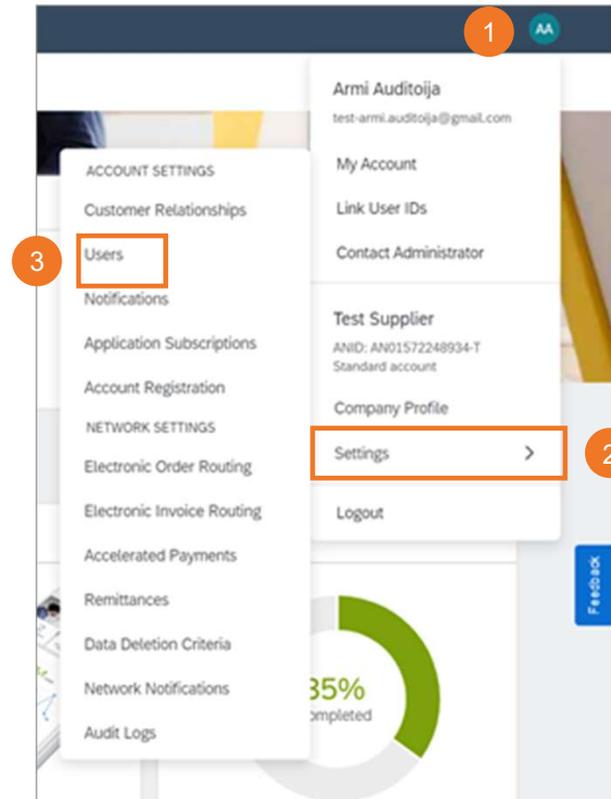


Create roles and add new users in Ariba Network



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

Customer Relationships | Users | Notifications | Application Subscriptions | Account Registration | API management

Manage Roles | Manage Users | Manage User Authentication | Revoked Users

Users (2)

Enable assignment of orders to users with limited access to Ariba Network.

Filter

Users (You can only search on one attribute at a time)

Username

<input type="checkbox"/>	Username	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assignments	AR Access	Actions
<input type="checkbox"/>	riina.kaskinen@visitor.upm.com	riina.kaskinen@visitor.upm.com	Riina	Kaskinen	No	Registration admin		All()	Yes	Actions
<input type="checkbox"/>	talja.jarvi@visitor.upm.com	talja.jarvi@visitor.upm.com	Talja	Järvi	No	Registration admin		All()	Yes	Actions

Create Role

* Indicates a required field

New Role Information

Name:

Description:

Permissions

Each role must have at least one permission.
Upgrade your Ariba Network, standard account to an enterprise account to enable all permissions.

Page 1

Permission	Description
<input type="checkbox"/> Respond to postings on Ariba Discovery	Respond to postings on Ariba Discovery
<input type="checkbox"/> Contract Access	View contracts and generate invoices, as supported by customers (requires Inbox Access)
<input checked="" type="checkbox"/> Inbox and Order Access	View and search documents in Inbox and take actions based on your role
<input type="checkbox"/> Folio Management	Create, activate and delete folio ranges used for tax invoicing.
<input type="checkbox"/> Invoice Generation	Generate invoices, as supported by customers (requires Inbox and Outbox Access)
<input type="checkbox"/> Logistics Access	Perform Logistics actions with limited access to transactions information
<input checked="" type="checkbox"/> Outbox Access	View and search documents in Outbox and take actions based on your role

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

The screenshot shows the Ariba Network user management interface. Callout 1 points to the user's initials 'AA' in the top right corner. Callout 2 points to the 'Settings' option in the user profile dropdown menu. Callout 3 points to the 'Users' option in the same menu. Callout 4 points to the 'Manage Users' tab in the top navigation bar. Callout 5 points to the 'Actions' dropdown menu for a user in the table. Callout 6 points to the 'Make Administrator' option in the 'Actions' dropdown menu.

Username	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	AN Access	Actions
<input type="checkbox"/>	riina.koskinen@visitor.upm.com	riina.koskinen@visitor.upm.com	Riina	Koskinen	No	Registration admin	All(1)	Yes	Actions
<input type="checkbox"/>	taija.jarvilahti@visitor.upm.com	taija.jarvilahti@visitor.upm.com	Taija	Järvi-lahti	No	Registration admin	All(1)		Edit, Delete, 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

The screenshot shows the 'Manage Users' interface. At the top, there are tabs for 'Manage Roles', 'Manage Users', 'Manage User Authentication', and 'Revoked Users'. The 'Manage Users' tab is selected. Below the tabs, there is a section for 'Users (2)' with a filter and a search bar. A table lists existing users with columns for Username, Email Address, First Name, Last Name, Ariba Discovery Contact, Role Assigned, Authorization Profiles Assigned, Customer Assigned, ARI Access, and Actions. A '+' button is visible on the right side of the table. Below the table, there is a 'Create User' form. The form has a 'Done' button and a 'Cancel' button. The 'New User Information' section contains fields for Username, Email Address, First Name, and Last Name. Below these fields are checkboxes for 'Do not allow the user to resend invoices to the buyer's account', 'This user is the Ariba Discovery Contact', and 'Limited access'. There is also a field for Office Phone with a dropdown for Country (USA 1) and input fields for Area and Number. The 'Role Assignment' section contains a table with columns for Name and Description. The 'Order manager' role is selected.

Username	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	ARI Access	Actions
<input type="checkbox"/>	riina.koskinen@visitor.upm.com	Riina	Koskinen	No	Registration admin		All(1)	Yes	Actions
<input type="checkbox"/>	tajja.jarvilahti@visitor.upm.com	Tajja	JärviLahti	No	Registration admin		All(1)	Yes	Actions

Name	Description
<input type="checkbox"/> Registration admin	Person will handle registrations.
<input checked="" type="checkbox"/> Order manager	Role for a person who processes orders.



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

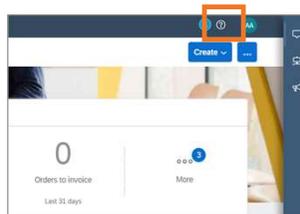


Support and guidance



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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