SYNLAIT TRAINING GUIDE

ACCOUNT ADMINISTRATION

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Synlait

ACCOUNT ADMINISTRATION/BASIC CONFIGURATION SETTINGS

- CONFIDENTIAL -

ACCOUNT ADMINISTRATION/BASIC CONFIGURATION SETTINGS

This section is designed for the **Administrator** of your Ariba Network Account in order to complete registration, perform account configurations and create additional user accesses to the account.

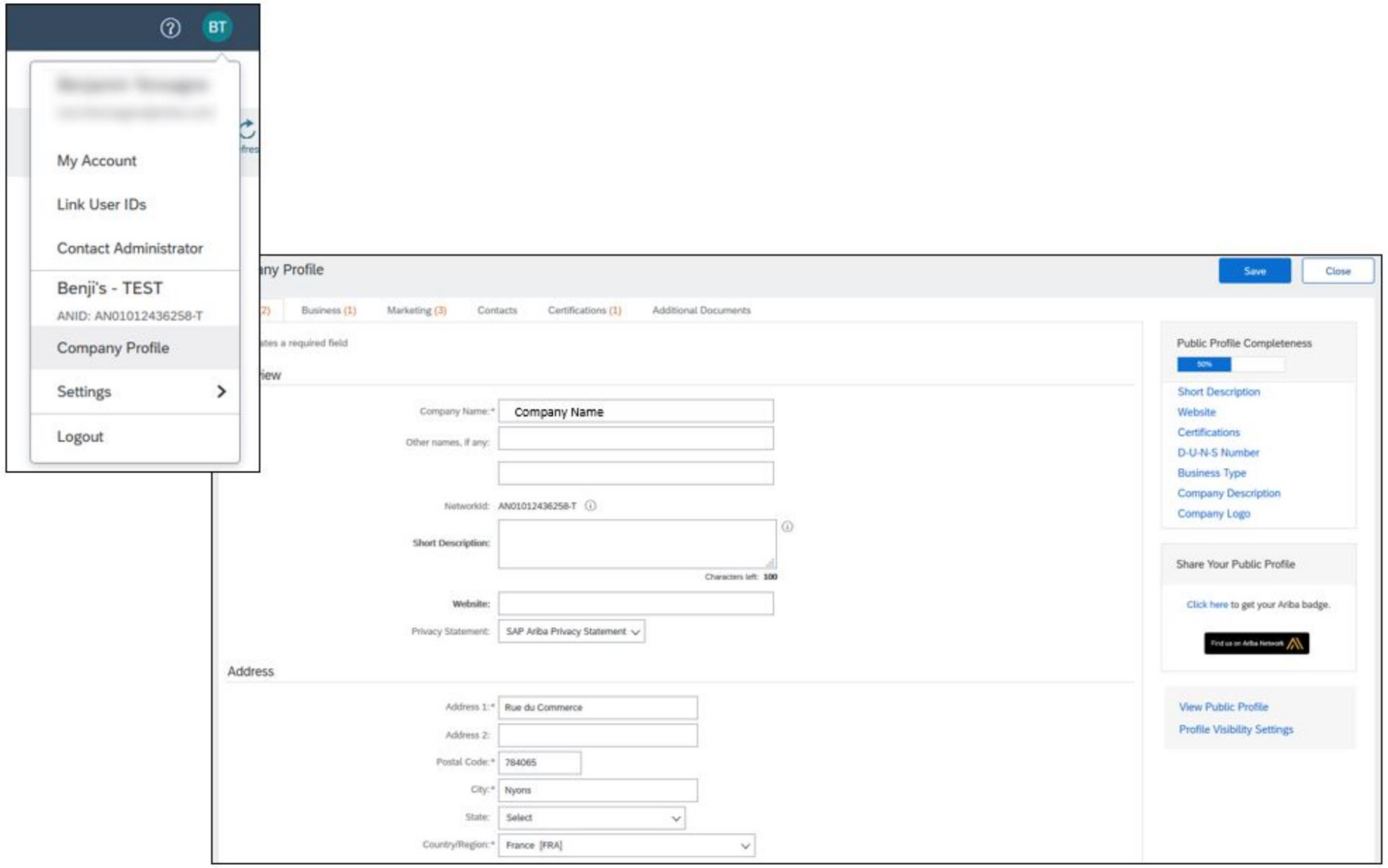
Please refer to the instructions provided by **Synlait** to know which sections are mandatory to complete before starting transacting documents

If you are using a **Standard Account**, you can also visit [this page] for dedicated instructions.

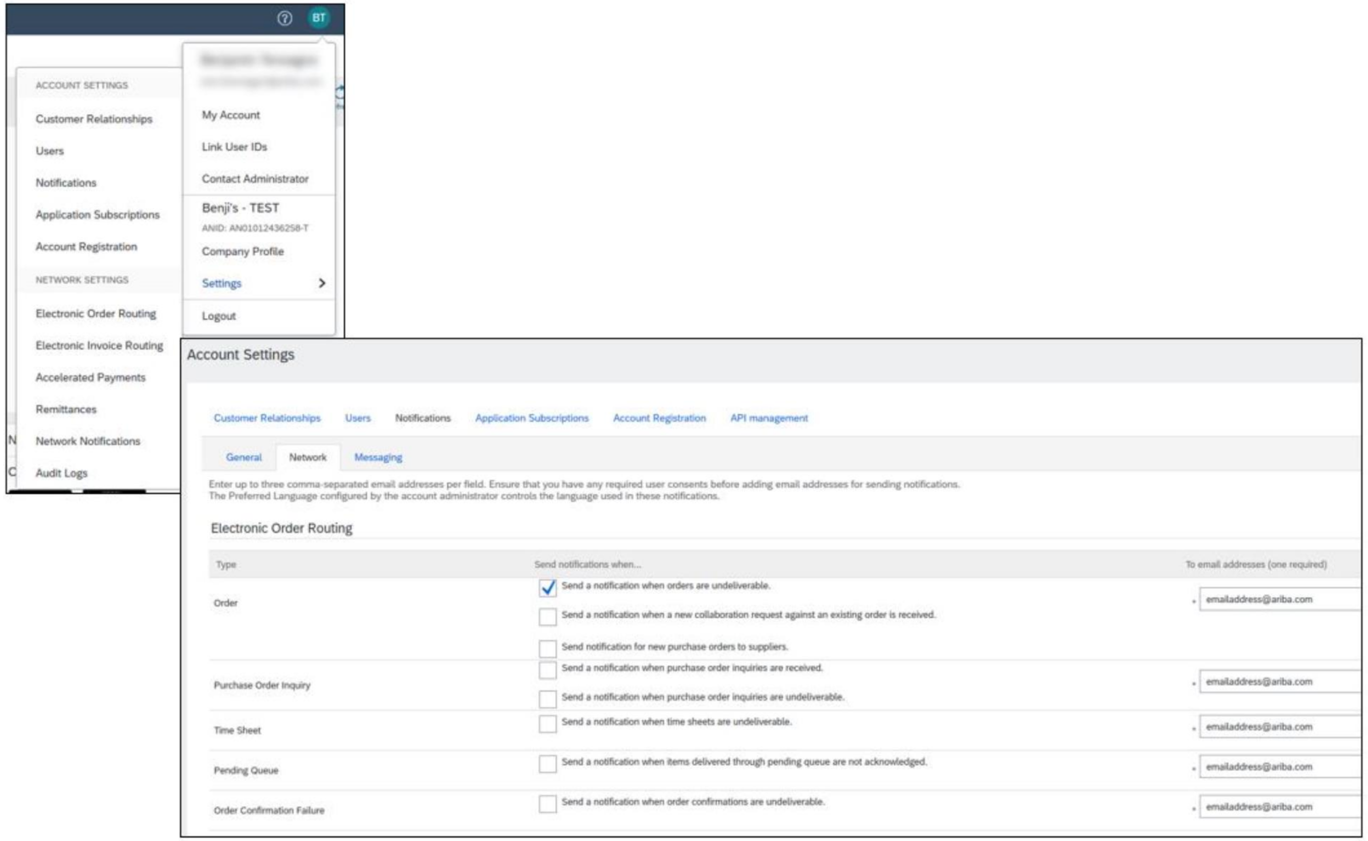
Complete your Profile

1. Select Company Profile from the Account Settings dropdown menu.
2. Complete all suggested fields within the tabs to best represent your company.

Note: The more complete a profile, the higher the likelihood of increasing business with existing and prospective customers



ACCOUNT ADMINISTRATION/BASIC CONFIGURATION SETTINGS



Configure Your Email Notifications

The Network Notifications section indicates which system notifications you would like to receive and allows you to designate which email addresses you would like to send them to:

1. Click on Notifications under Account Settings.

2. Switch to the Network tab.

3. You can enter up to 5 email addresses per notification type.

You must separate each address with a comma but NO space between the emails.

ACCOUNT ADMINISTRATION/BASIC CONFIGURATION SETTINGS

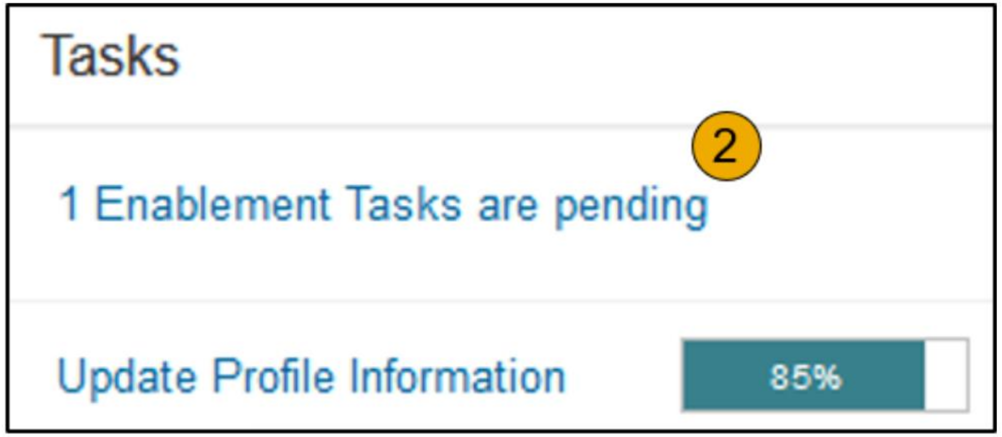
Complete Enablement Tasks

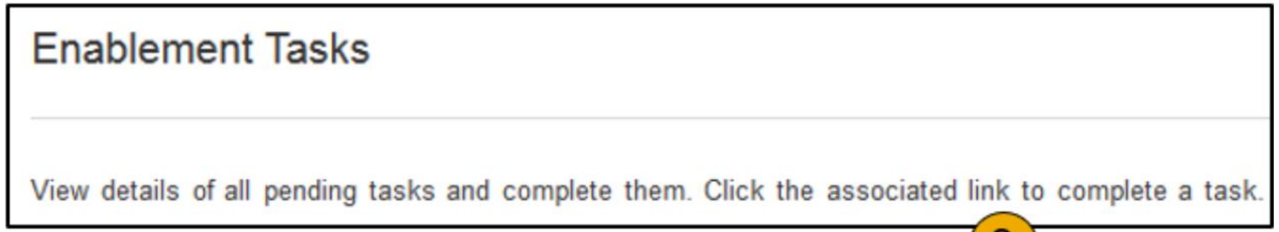
1. From home screen, select the Enablement Tab.

2. Click on the *Enablement Tasks are pending* link.

3. Select necessary pending tasks for completion.

Note: Some pending tasks may be for your customer. They will not go away until your customer completes them.





Activity Name	Date Due	Total Tasks	My Pending Tasks
▶ Account	26 Feb 2016	4	0
▶ Purchase Order	1 Apr 2016	2	0

ACCOUNT ADMINISTRATION/BASIC CONFIGURATION SETTINGS

Connecting to your Existing Account

1. Click on the *Tasks* link to configure your account or click *Electronic Order Routing* from the main menu.

2. Choose one of the following routing methods:

- **Online** (Default): Orders are received within your AN account, but notifications are not sent out.

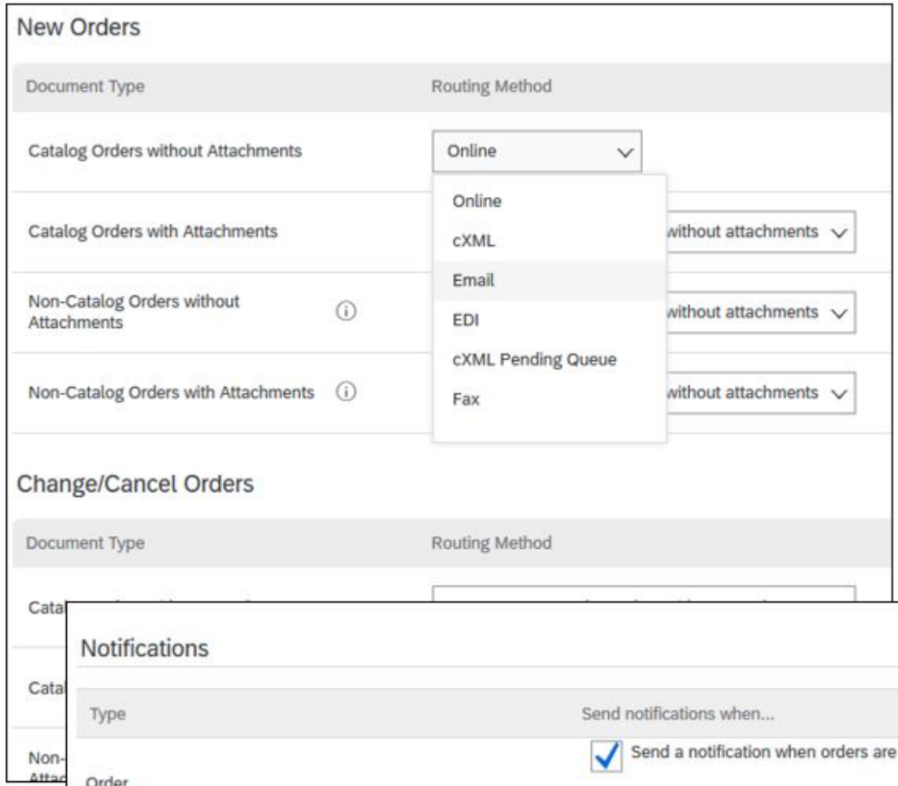
- **Email** (Recommended): Email notifications are sent out, and can include a copy of the PO, when orders are received within your AN Account. This is the only available option for **Standard Accounts**.

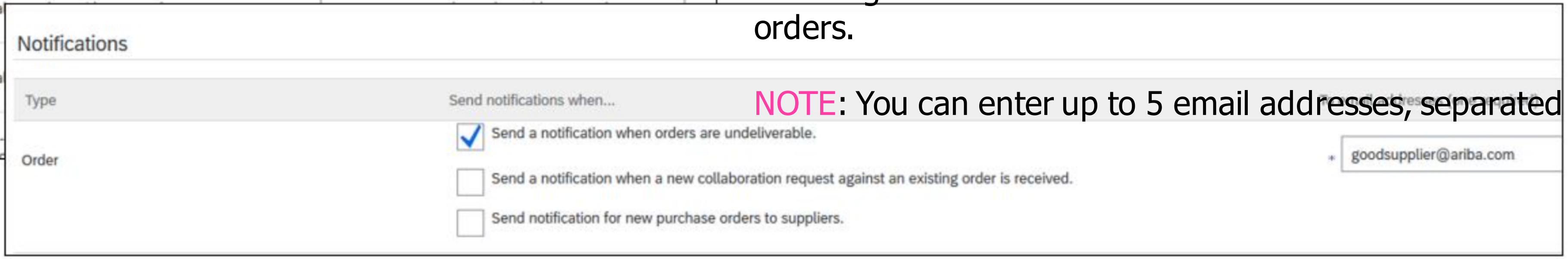
The other options are relevant if you choose to start an integration project between your system and Ariba Network

3. Select "Same as new catalogue orders without attachments" for the other document types to automatically have the settings duplicated, or set the rest of the settings according to your preference

4. Configure e-mail notifications. It is recommended to activate the notification for undeliverable orders.

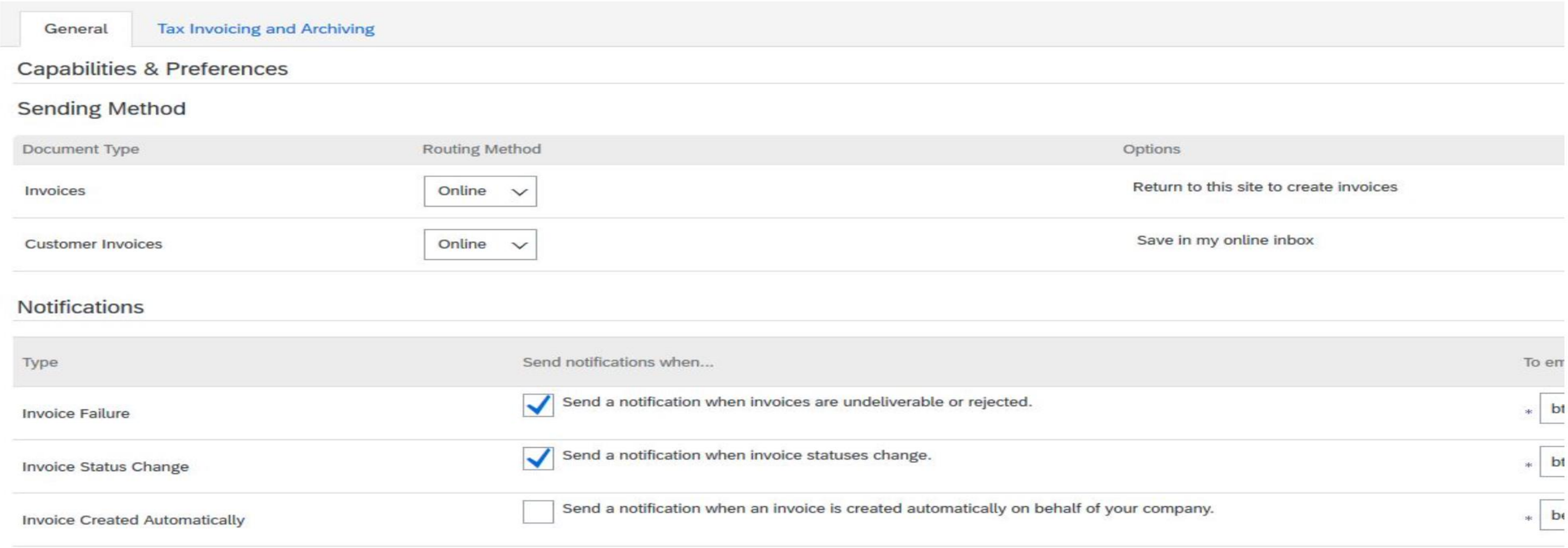
NOTE: You can enter up to 5 email addresses, separated by a comma and no space



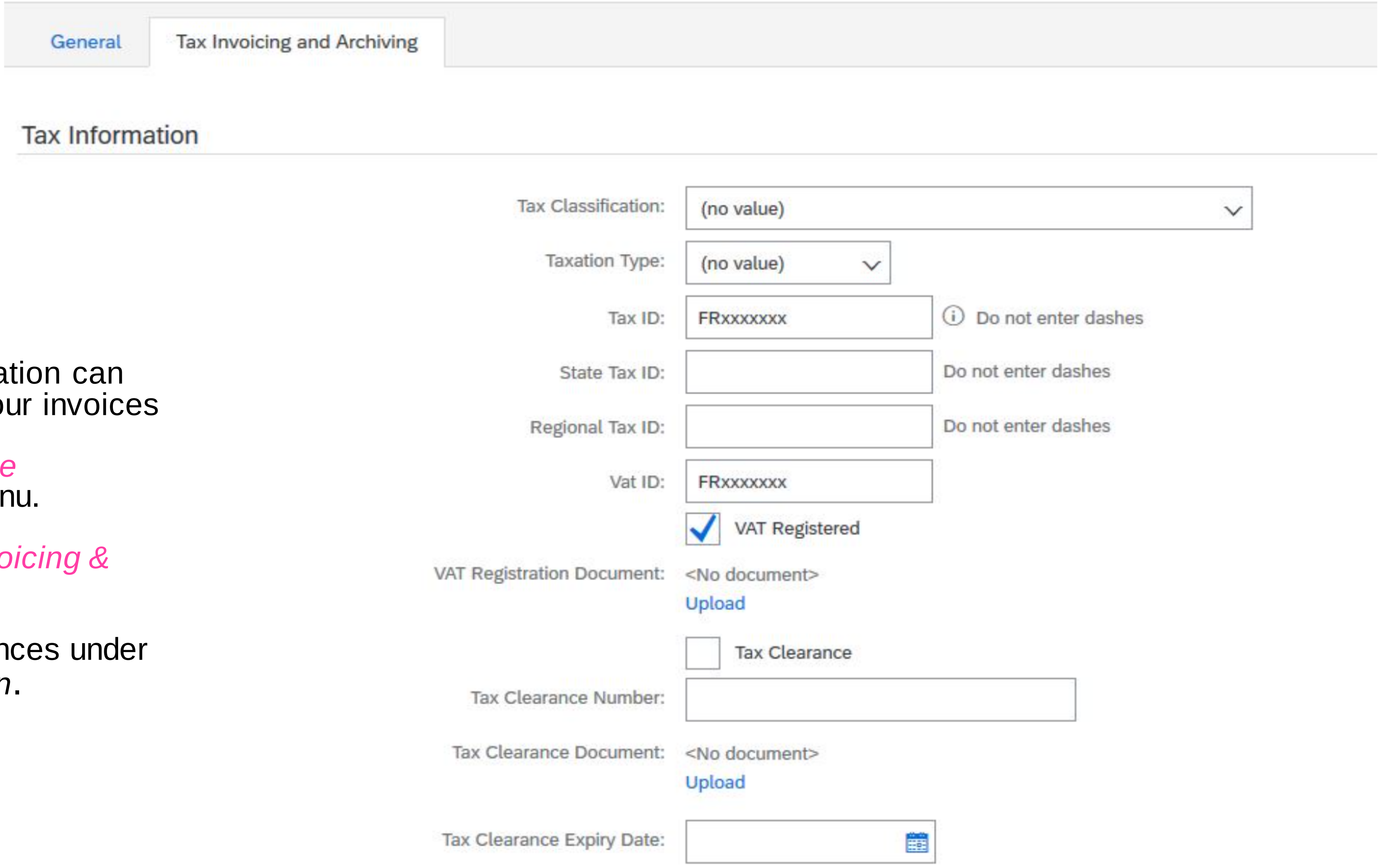


Select Electronic Invoice Routing Method

1. Select *Electronic Invoice Routing* from the main menu.
2. Keep the method on Online (unless instructed otherwise by our Integration Team).
3. Configure the Notifications. It is recommended to activate notifications related to updated and rejected invoices.



ACCOUNT ADMINISTRATION/BASIC CONFIGURATION SETTINGS



Invoicing Tax Information

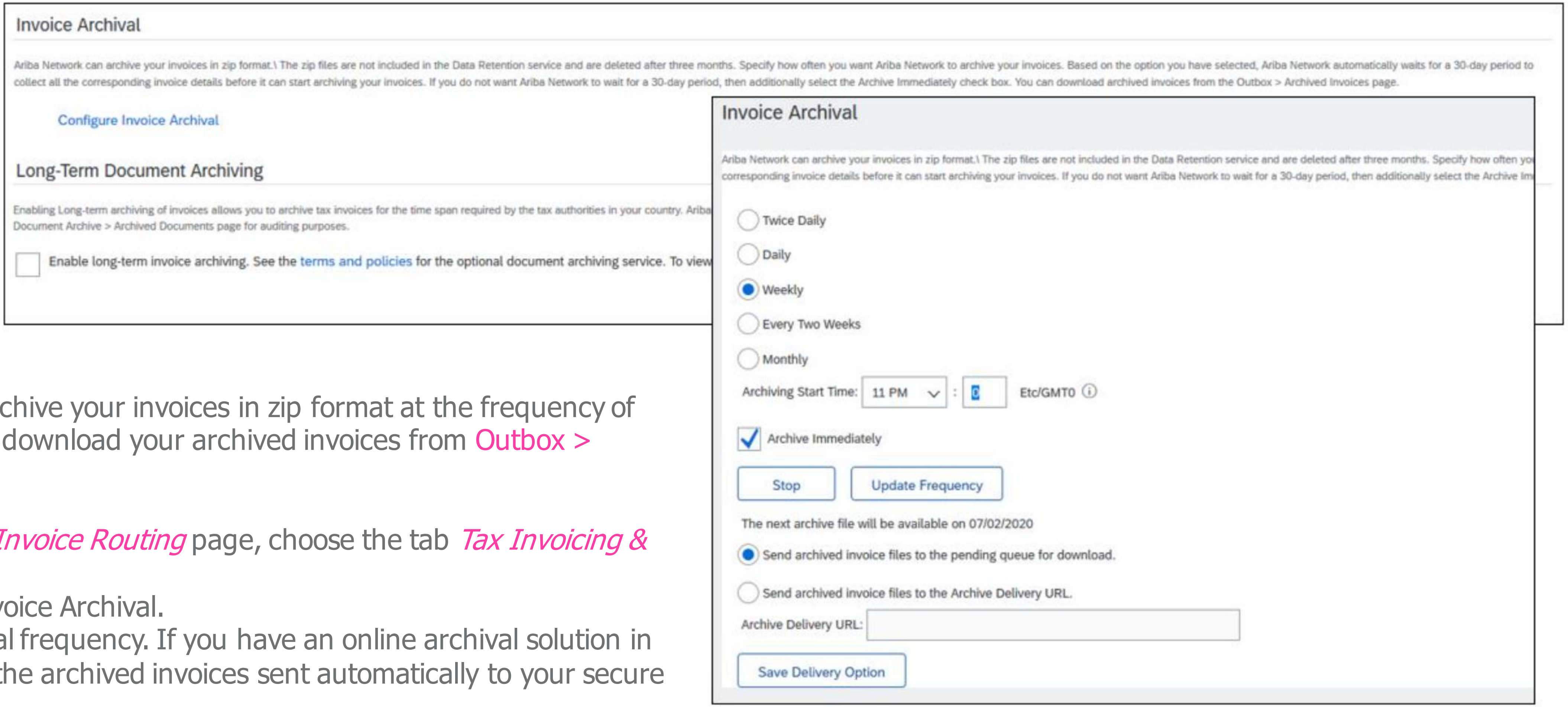
Your GST/Tax/VAT information can appear automatically in your invoices

1. Select *Electronic Invoice Routing* from the main menu.

2. Choose the tab *Tax Invoicing & Archiving*.

3. Add the relevant references under the header *Tax Information*.

ACCOUNT ADMINISTRATION/BASIC CONFIGURATION SETTINGS



Invoice Archival

Ariba Network can archive your invoices in zip format at the frequency of your choice. You can download your archived invoices from Outbox > Archived Invoices.

1. On the *Electronic Invoice Routing* page, choose the tab *Tax Invoicing & Archiving*.
2. Click Configure Invoice Archival.
3. Choose the archival frequency. If you have an online archival solution in place, you can have the archived invoices sent automatically to your secure URL.

Long-Term Document Archiving

You can decide to enable the long-term archiving of your invoices. This is optional and free but is not available in all countries. Please refer to the Terms & Policies and to the list of countries prior to enabling this option.

ACCOUNT ADMINISTRATION/BASIC CONFIGURATION SETTINGS

Invoice Archival

1. From the Company Settings dropdown menu, select Remittances.

Remittance Information / ID

2. Click Create to create new company remittance information, or Edit, if you need to change existing information.

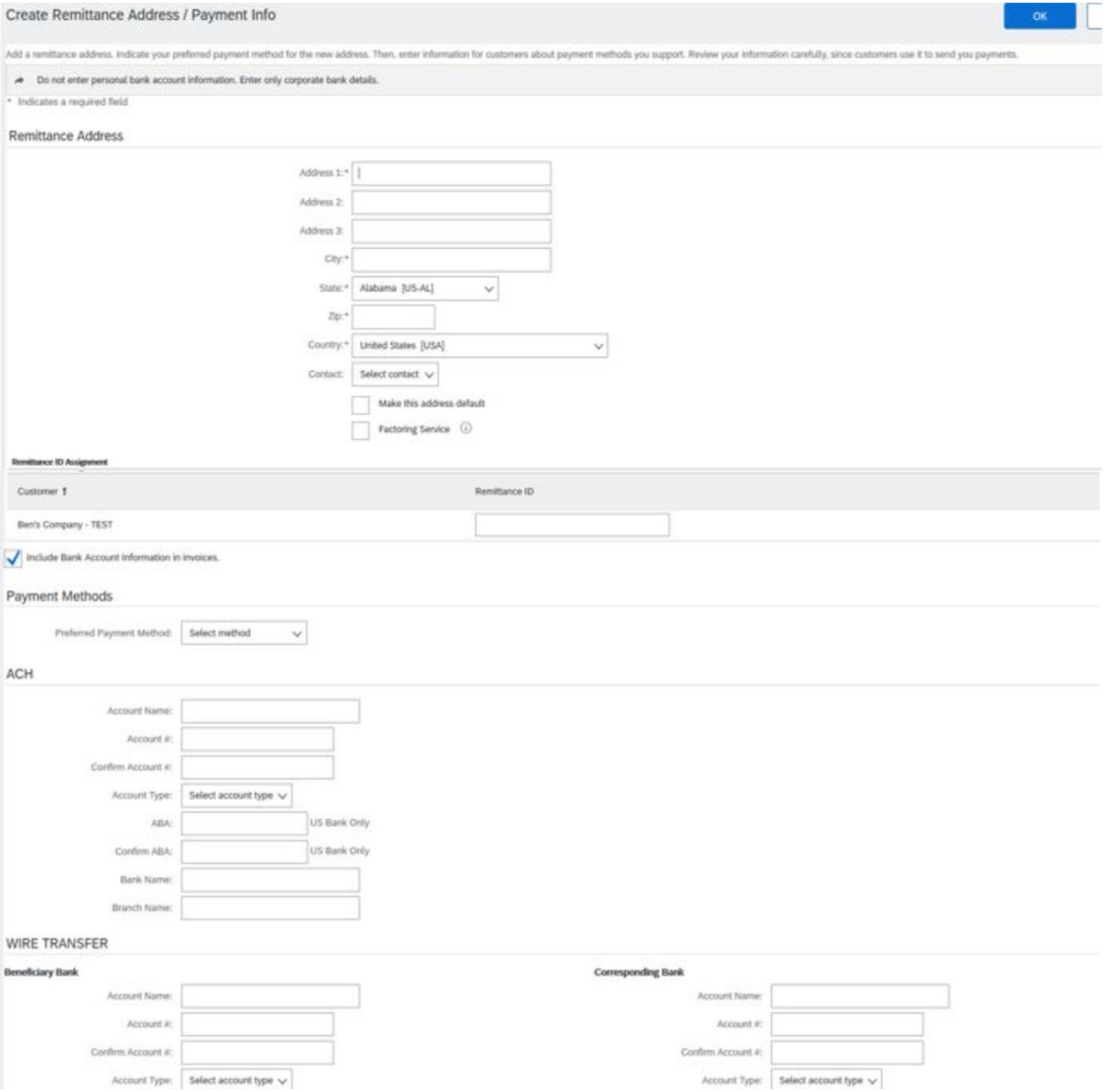
3. Clients may ask you to assign IDs to your addresses so they can refer to the addresses uniquely. In such cases, fill in the provided ID in the field next to the customer's name.

Payment Methods

4. If you are asked to add your payment method and/or banking information, make sure to tick the box *Include Bank Account Information in invoices,* choose your preferred payment method then complete all required fields under ACH or Wire Transfer.

5. Click on OK when done

If you have more than one remittance address, select one as a default. If needed, assign Remittance IDs for this address for each of your customers. . Each client can assign different IDs.



ACCOUNT ADMINISTRATION/BASIC CONFIGURATION SETTINGS

Set Up A Test Account

Setting up a Test account is a requirement prior to starting a Catalogue or Integration project.

Your Test account should be configured to match your Production account. This will ensure the testing results are consistent with what will result in Production.

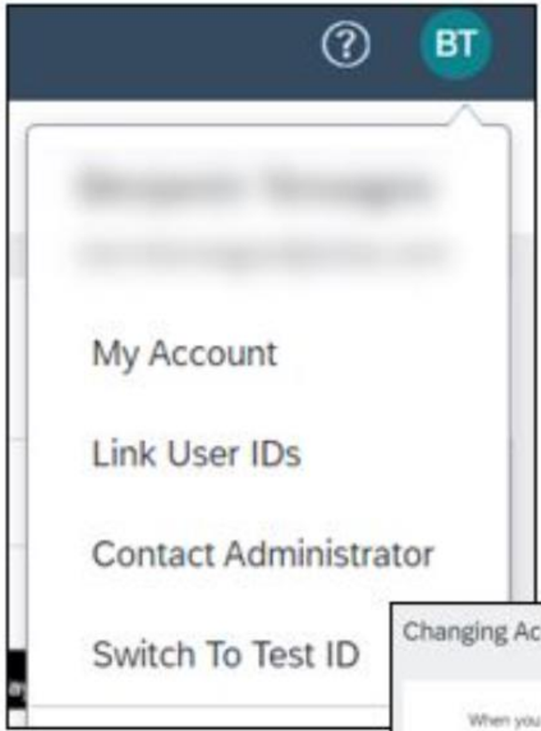
1. To set up your Test Account, login to your Ariba Network Production Account.

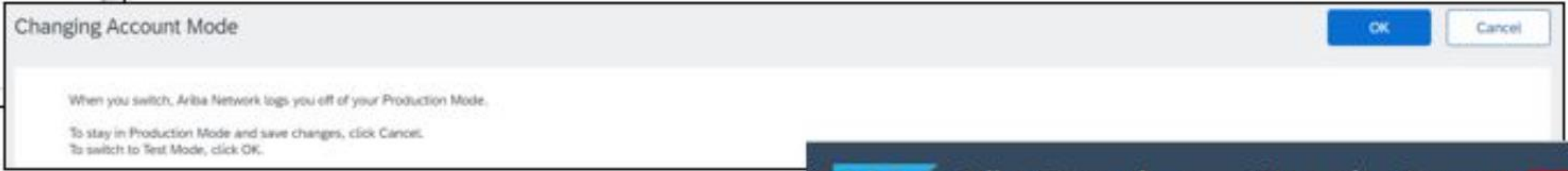
2. Click the Account Settings in the top right corner and select Switch to Test ID. Note: The Switch To Test Account button is only available to the account Administrator or to authorized users.

3. Click OK when the Ariba Network displays a warning indicating "You are about to switch to Test Mode". You will be transferred to your test account.

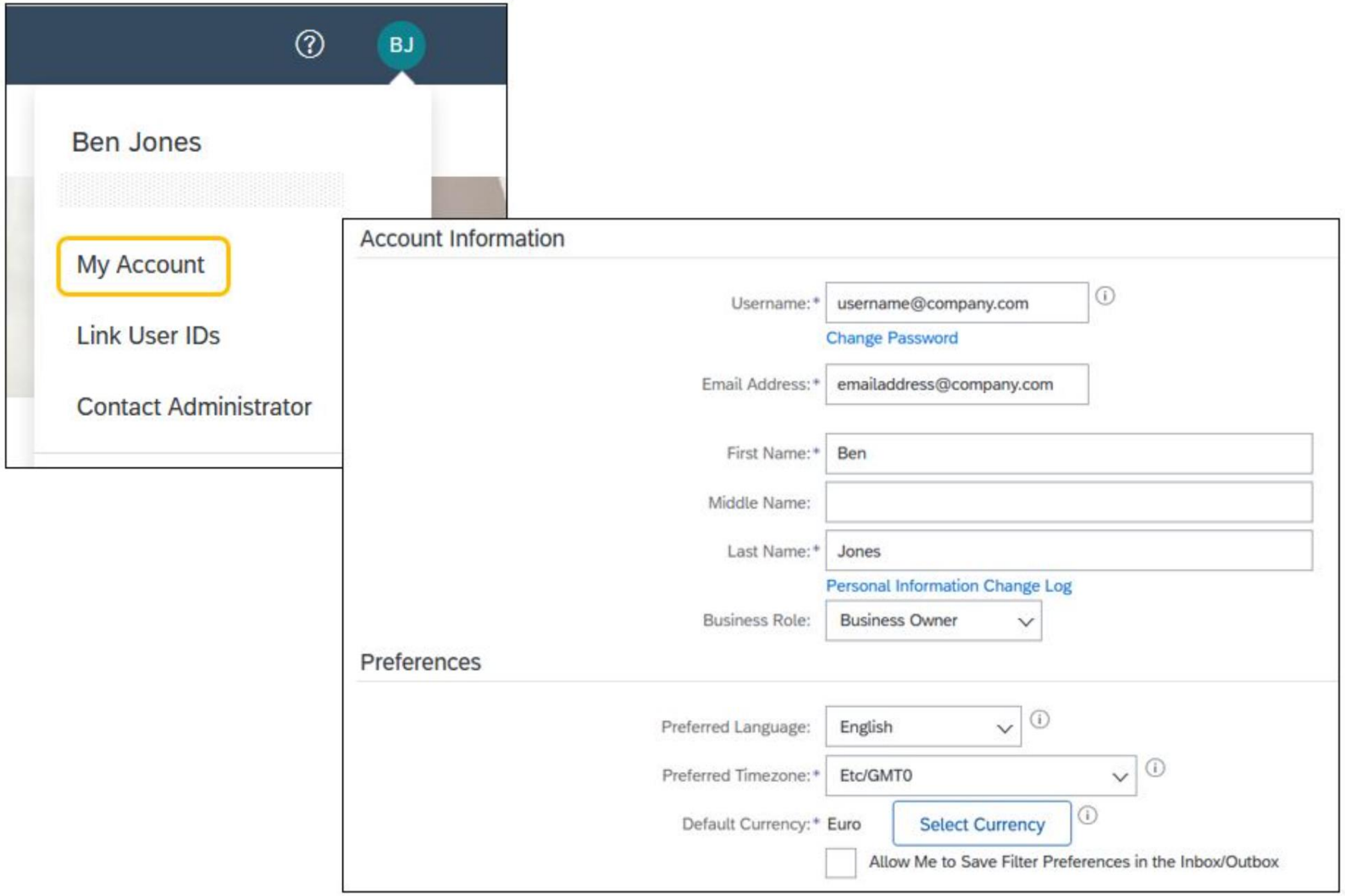
Note: the first time you enter your test account you need to create a Username and Password.

Ariba Network always displays which mode you are logged into (Production or Test). Your Test account ID has the suffix "-T" appended to your Ariba Network ID (ANID). Test account transactions are free of charge.





ADDITIONAL SETTINGS



Account Settings

1. Click on your initials on the top right corner to access the User Account Navigator.

It enables you to:

- Quickly access your personal user account information and settings
- Link your multiple user accounts
- Switch to your test account

Click on *My Account* to view or update your user settings.

ADDITIONAL SETTINGS

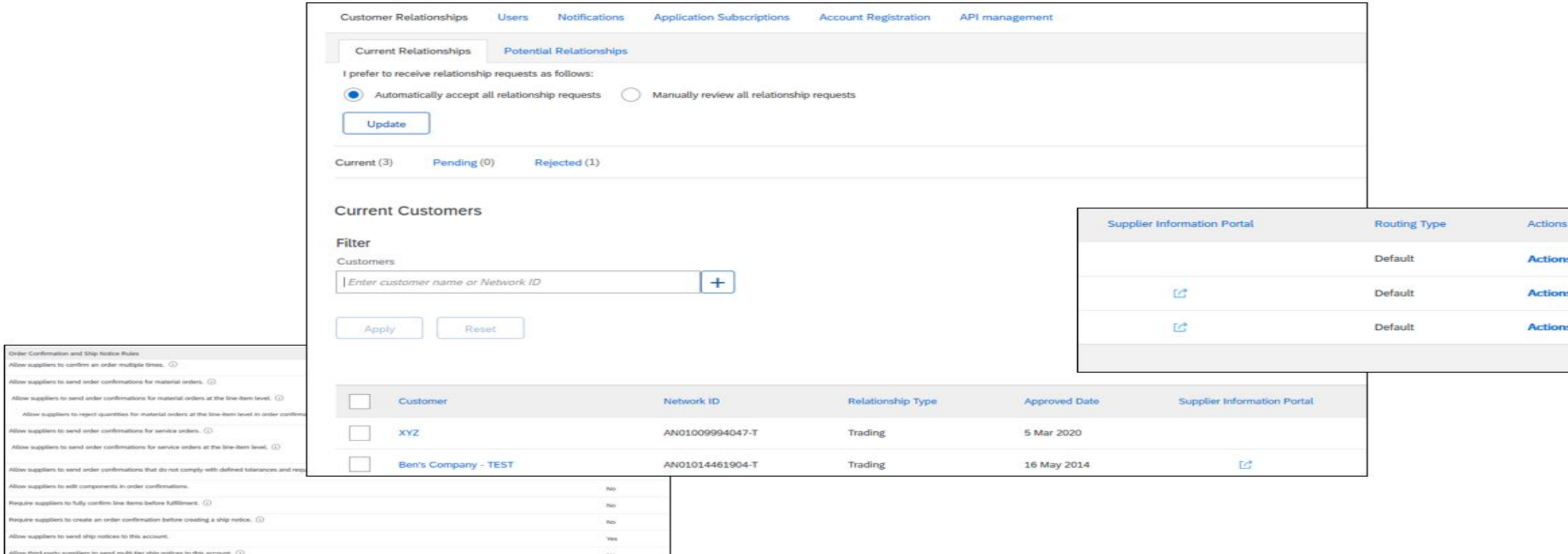
Review your Relationship – Current and Potential

1. Click *Customer Relationships* from the Company Settings dropdown menu.

2. Set up your preferences for new relationship requests (automatic acceptance or manual review). If set on Manual, pending requests will appear under Pending.

Clicking on the name of a customer will display all rules and permissions enabled within the relationship.

You can access the **Supplier Information Portal** of each customer by clicking on the hyperlink. This portal gives you documentation and instructions that are specific to each customer project.

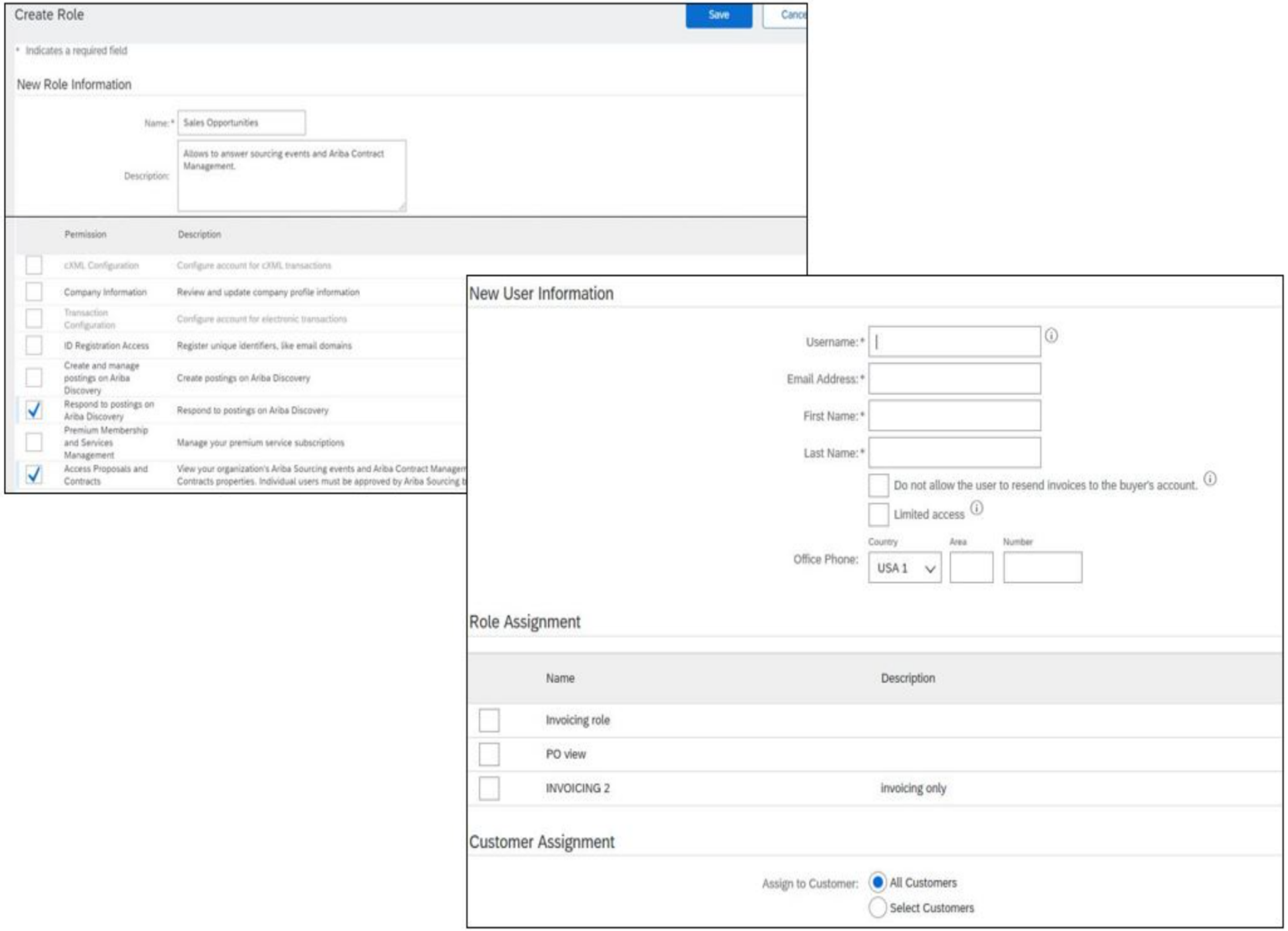


ADDITIONAL SETTINGS

Create Roles and Users (Administrator Only)

Administrator

- There can only be one administrator per account
- Automatically linked to the username and login entered during registration
- Responsible for account setup/configuration and management
- Primary point of contact for users with questions or problems
- Creates users and assigns roles/permissions
- Up to 250 user accounts can exist per ANID
- Can have different roles/permissions, which correspond to the user's actual job responsibilities
- Can access all or only specific customers assigned by Administrator



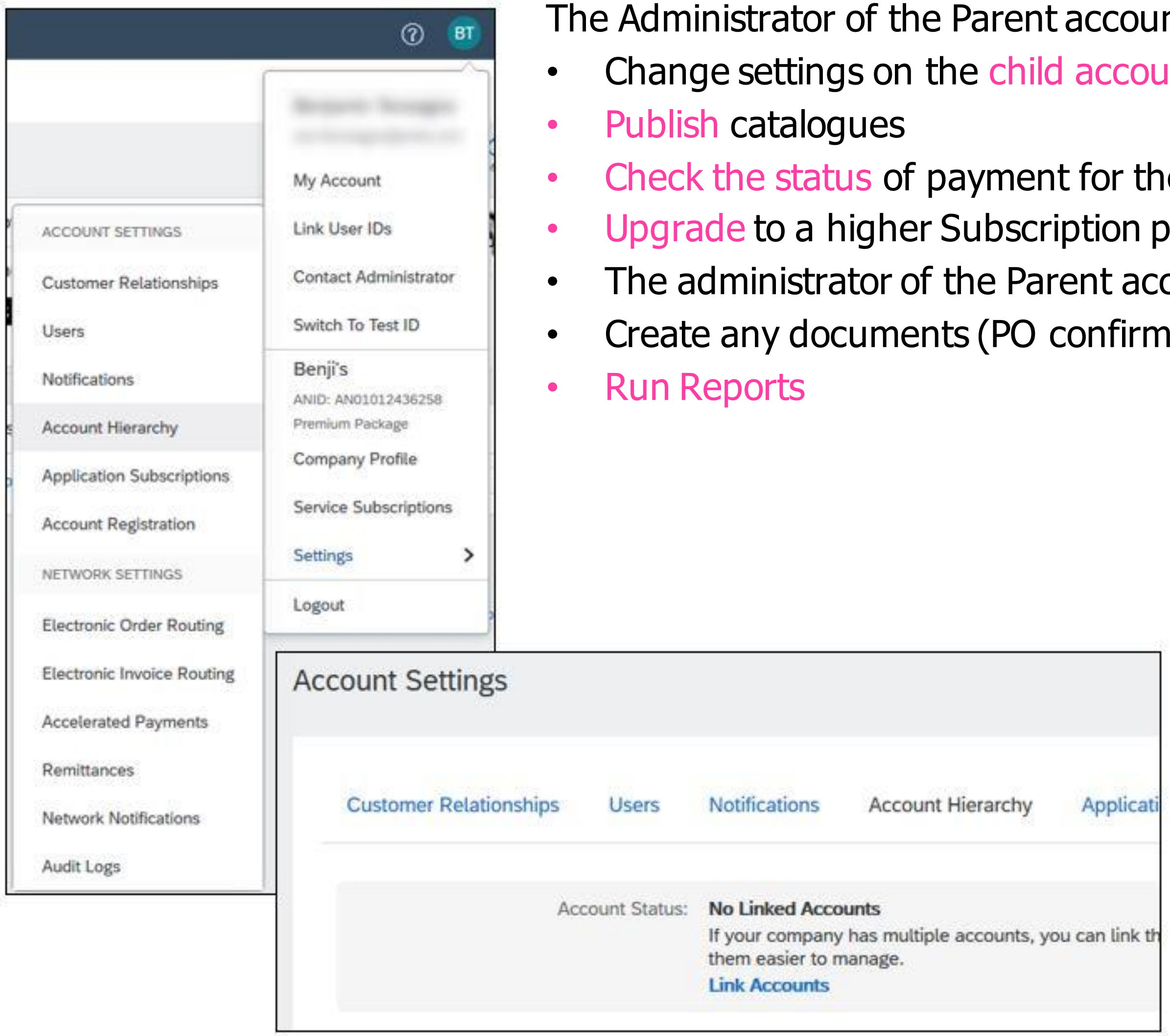
ADDITIONAL SETTINGS

Manage Multiple Accounts – Account Hierarchy

•An Account Hierarchy is a linkage between individual accounts for account management purposes.

The Administrator of the Parent account can log into the child account and take the following actions:

- Change settings on the child account and complete the company profile
- Publish catalogues
- Check the status of payment for the Ariba invoice and pay the invoice
- Upgrade to a higher Subscription package
- The administrator of the Parent account cannot take following actions: View buyers on the Child account
- Create any documents (PO confirmations, Ship Notices, Invoices)
- Run Reports



Setting up an Account Hierarchy:

1. From the Company Settings menu, click *Account Hierarchy*.
2. To add child accounts click on *Link Accounts*.
3. Ariba Network will detect if there is an existing account with corresponding information.
4. On the next page either log in as an Administrator or send a request through an online form as a Not Administrator.
5. Once the request is confirmed by a child account Administrator, the name of the linked account is displayed on the Account Hierarchy page.

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Mt Hutt, Canterbury, New Zealand