

The Synlait logo is centered at the top of the page. It features the word "Synlait" in a white, bold, sans-serif font. The background of the entire page is a vibrant pink with a 3D effect, showing a splash of white milk that flows from the top left and curves around the logo and other text elements.

Synlait

SYNLAIT TRAINING GUIDE

ACCOUNT ADMINISTRATION

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

The screenshot displays the 'Company Profile' configuration page in the Ariba system. On the left, a navigation menu is open, highlighting 'Company Profile'. The main area shows a form with several tabs: 'Business (1)', 'Marketing (3)', 'Contacts', 'Certifications (1)', and 'Additional Documents'. The 'Company Name' field is filled with 'Company Name'. Below it are fields for 'Other names, if any' and 'Networkid' (AN01012436258-T). The 'Short Description' field is empty, with a character count of 300. The 'Website' field is empty. The 'Privacy Statement' is set to 'SAP Ariba Privacy Statement'. The 'Address' section includes fields for 'Address 1' (Rue du Commerce), 'Address 2', 'Postal Code' (784065), 'City' (Nyons), 'State' (Select), and 'Country/Region' (France [FRA]). On the right, a 'Public Profile Completeness' sidebar shows a progress bar at 10% and links for 'Short Description', 'Website', 'Certifications', 'D-U-N-S Number', 'Business Type', 'Company Description', and 'Company Logo'. There is also a 'Share Your Public Profile' section with a link to get an Ariba badge and a 'View Public Profile' button.

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.

The screenshot displays the Ariba Account Administration interface. On the left, a navigation menu lists various settings categories: ACCOUNT SETTINGS (Customer Relationships, Users, Notifications, Application Subscriptions, Account Registration), NETWORK SETTINGS (Electronic Order Routing, Electronic Invoice Routing, Accelerated Payments, Remittances, Network Notifications, Audit Logs), and My Account (My Account, Link User IDs, Contact Administrator, Benji's - TEST, ANID: AN01012436258-T, Company Profile, Settings, Logout). The main content area is titled 'Account Settings' and includes tabs for Customer Relationships, Users, Notifications, Application Subscriptions, Account Registration, and API management. The 'Notifications' tab is active, and the 'Network' sub-tab is selected. Below the tabs, there is a note: 'Enter up to three comma-separated email addresses per field. Ensure that you have any required user consents before adding email addresses for sending notifications. The Preferred Language configured by the account administrator controls the language used in these notifications.' The 'Electronic Order Routing' section contains a table with columns for 'Type', 'Send notifications when...', and 'To email addresses (one required)'. The table lists several notification types, with the 'Order' type having its notification checkbox checked and an email address 'emailaddress@ariba.com' entered in the adjacent field.

Type	Send notifications when...	To email addresses (one required)
Order	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable.	emailaddress@ariba.com
	<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.	
Purchase Order Inquiry	<input type="checkbox"/> Send a notification when purchase order inquiries are received.	emailaddress@ariba.com
	<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.	emailaddress@ariba.com
Pending Queue	<input type="checkbox"/> Send a notification when items delivered through pending queue are not acknowledged.	emailaddress@ariba.com
Order Confirmation Failure	<input type="checkbox"/> Send a notification when order confirmations are undeliverable.	emailaddress@ariba.com

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.

Tasks

1 Enablement Tasks are pending 2

Update Profile Information 85%

Enablement Tasks

View details of all pending tasks and complete them. Click the associated link to complete a task. 3

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

Document Type	Routing Method
Catalog Orders without Attachments	Online
Catalog Orders with Attachments	without attachments
Non-Catalog Orders without Attachments	without attachments
Non-Catalog Orders with Attachments	without attachments

Type	Send notifications when...
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.

ACCOUNT ADMINISTRATION/BASIC CONFIGURATION SETTINGS

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.

General Tax Invoicing and Archiving

Capabilities & Preferences

Sending Method

Document Type	Routing Method	Options
Invoices	Online <input type="button" value="v"/>	Return to this site to create invoices
Customer Invoices	Online <input type="button" value="v"/>	Save in my online inbox

Notifications

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

ACCOUNT ADMINISTRATION/BASIC CONFIGURATION SETTINGS

General

Tax Invoicing and Archiving

Tax Information

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*.

Tax Classification: (no value) ▼

Taxation Type: (no value) ▼

Tax ID: FRxxxxxxx ⓘ Do not enter dashes

State Tax ID: Do not enter dashes

Regional Tax ID: Do not enter dashes

Vat ID: FRxxxxxxx

VAT Registered

VAT Registration Document: <No document>

[Upload](#)

Tax Clearance

Tax Clearance Number:

Tax Clearance Document: <No document>

[Upload](#)

Tax Clearance Expiry Date:

ACCOUNT ADMINISTRATION/BASIC CONFIGURATION SETTINGS

Invoice Archival

Ariba Network can archive your invoices in zip format. The zip files are not included in the Data Retention service and are deleted after three months. Specify how often you want Ariba Network to archive your invoices. Based on the option you have selected, Ariba Network automatically waits for a 30-day period to collect all the corresponding invoice details before it can start archiving your invoices. If you do not want Ariba Network to wait for a 30-day period, then additionally select the Archive Immediately check box. You can download archived invoices from the Outbox > Archived Invoices page.

[Configure Invoice Archival](#)

Long-Term Document Archiving

Enabling Long-term archiving of invoices allows you to archive tax invoices for the time span required by the tax authorities in your country. Ariba Document Archive > Archived Documents page for auditing purposes.

Enable long-term invoice archiving. See the [terms and policies](#) for the optional document archiving service. To view

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.

Invoice Archival

Ariba Network can archive your invoices in zip format. The zip files are not included in the Data Retention service and are deleted after three months. Specify how often you want Ariba Network to archive your invoices. Based on the option you have selected, Ariba Network automatically waits for a 30-day period to collect all the corresponding invoice details before it can start archiving your invoices. If you do not want Ariba Network to wait for a 30-day period, then additionally select the Archive Immediately check box. You can download archived invoices from the Outbox > Archived Invoices page.

Twice Daily

Daily

Weekly

Every Two Weeks

Monthly

Archiving Start Time: 11 PM : Etc/GMT0 ⓘ

Archive Immediately

The next archive file will be available on 07/02/2020

Send archived invoice files to the pending queue for download.

Send archived invoice files to the Archive Delivery URL.

Archive Delivery URL:

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.

Create Remittance Address / Payment Info OK

Add a remittance address. Indicate your preferred payment method for the new address. Then, enter information for customers about payment methods you support. Review your information carefully, since customers use it to send you payments.

Do not enter personal bank account information. Enter only corporate bank details.

* Indicates a required field

Remittance Address

Address 1:*

Address 2:

Address 3:

City:*

State:* Alabama [US-AL]

Zip:*

Country:* United States [USA]

Contact:

Make this address default

Factoring Service ⓘ

Remittance ID Assignment

Customer	Remittance ID
Ben's Company - TEST	<input type="text"/>

Include Bank Account Information in invoices.

Payment Methods

Preferred Payment Method:

ACH

Account Name:

Account #:

Confirm Account #:

Account Type:

ABA: US Bank Only

Confirm ABA: US Bank Only

Bank Name:

Branch Name:

WIRE TRANSFER

Beneficiary Bank	Corresponding Bank
Account Name: <input type="text"/>	Account Name: <input type="text"/>
Account #: <input type="text"/>	Account #: <input type="text"/>
Confirm Account #: <input type="text"/>	Confirm Account #: <input type="text"/>
Account Type: <input type="text"/>	Account Type: <input type="text"/>

ACCOUNT ADMINISTRATION/BASIC CONFIGURATION SETTINGS

Set Up A Test Account

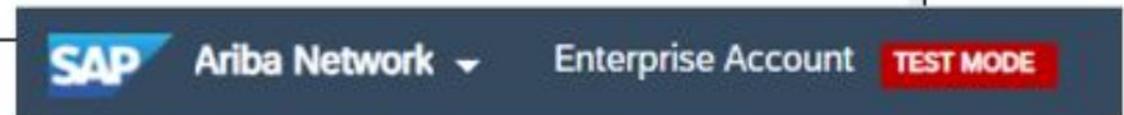
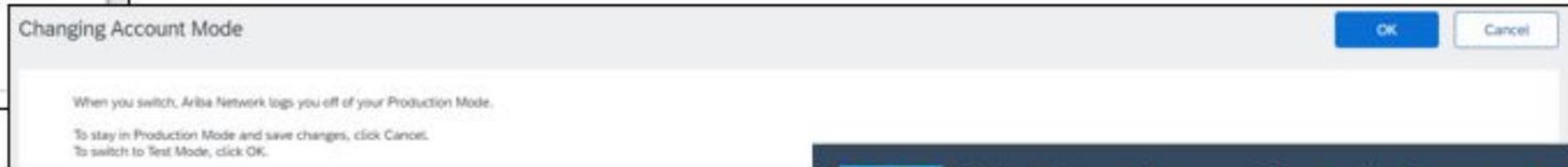
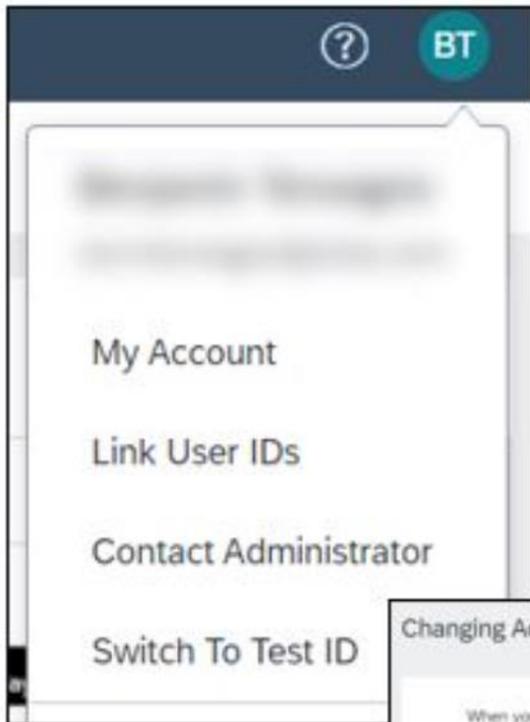
Setting up a Test account is a requirement prior to starting a Catalogue or Integration project.

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.

The screenshot displays the Ariba Account Administration interface. At the top right, a dark blue header contains a help icon (question mark) and a circular profile icon with the initials 'BJ'. Below this, a user profile card for 'Ben Jones' is visible. A yellow box highlights the 'My Account' option in the left-hand navigation menu. The main content area is divided into two sections: 'Account Information' and 'Preferences'. The 'Account Information' section includes fields for Username (*username@company.com), Email Address (*emailaddress@company.com), First Name (*Ben), Middle Name, Last Name (*Jones), and Business Role (Business Owner). A 'Change Password' link is located below the Username field, and a 'Personal Information Change Log' link is below the Last Name field. The 'Preferences' section includes fields for Preferred Language (English), Preferred Timezone (*Etc/GMT0), and Default Currency (*Euro). A 'Select Currency' button is positioned next to the Default Currency field. At the bottom of the Preferences section, there is a checkbox labeled 'Allow Me to Save Filter Preferences in the Inbox/Outbox'.

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.

Customer Relationships Users Notifications Application Subscriptions Account Registration API management

Current Relationships Potential Relationships

I prefer to receive relationship requests as follows:

Automatically accept all relationship requests Manually review all relationship requests

Update

Current (3) Pending (0) Rejected (1)

Current Customers

Filter

Customers

+

Apply Reset

Customer	Network ID	Relationship Type	Approved Date	Supplier Information Portal
<input type="checkbox"/> XYZ	AN01009994047-T	Trading	5 Mar 2020	
<input type="checkbox"/> Ben's Company - TEST	AN01014461904-T	Trading	16 May 2014	Supplier Information Portal

Supplier Information Portal	Routing Type	Actions
	Default	Actions
Supplier Information Portal	Default	Actions
Supplier Information Portal	Default	Actions

Order Confirmation and Ship Notice Rules	
Allow suppliers to confirm an order multiple times. ⓘ	No
Allow suppliers to send order confirmations for material orders. ⓘ	No
Allow suppliers to send order confirmations for material orders at the line-item level. ⓘ	No
Allow suppliers to reject quantities for material orders at the line-item level in order confirmations. ⓘ	No
Allow suppliers to send order confirmations for service orders. ⓘ	No
Allow suppliers to send order confirmations for service orders at the line-item level. ⓘ	No
Allow suppliers to send order confirmations that do not comply with defined tolerances and requirements. ⓘ	No
Allow suppliers to edit components in order confirmations. ⓘ	No
Require suppliers to fully confirm line items before fulfillment. ⓘ	No
Require suppliers to create an order confirmation before creating a ship notice. ⓘ	No
Allow suppliers to send ship notices to this account. ⓘ	Yes
Allow third-party suppliers to send multi-line ship notices to this account. ⓘ	Yes

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

Create Role

* Indicates a required field

New Role Information

Name: *

Description:

Permission	Description
<input type="checkbox"/> cXML Configuration	Configure account for cXML transactions
<input type="checkbox"/> Company Information	Review and update company profile information
<input type="checkbox"/> Transaction Configuration	Configure account for electronic transactions
<input type="checkbox"/> ID Registration Access	Register unique identifiers, like email domains
<input type="checkbox"/> Create and manage postings on Ariba Discovery	Create postings on Ariba Discovery
<input checked="" type="checkbox"/> Respond to postings on Ariba Discovery	Respond to postings on Ariba Discovery
<input type="checkbox"/> Premium Membership and Services Management	Manage your premium service subscriptions
<input checked="" type="checkbox"/> Access Proposals and Contracts	View your organization's Ariba Sourcing events and Ariba Contract Management. Individual users must be approved by Ariba Sourcing...

New User Information

Username: *

Email Address: *

First Name: *

Last Name: *

Do not allow the user to resend invoices to the buyer's account.

Limited access

Office Phone:

Role Assignment

Name	Description
<input type="checkbox"/> Invoicing role	
<input type="checkbox"/> PO view	
<input type="checkbox"/> INVOICING 2	invoicing only

Customer Assignment

Assign to Customer: All Customers Select Customers

ADDITIONAL SETTINGS

Manage Multiple Accounts – Account Hierarchy

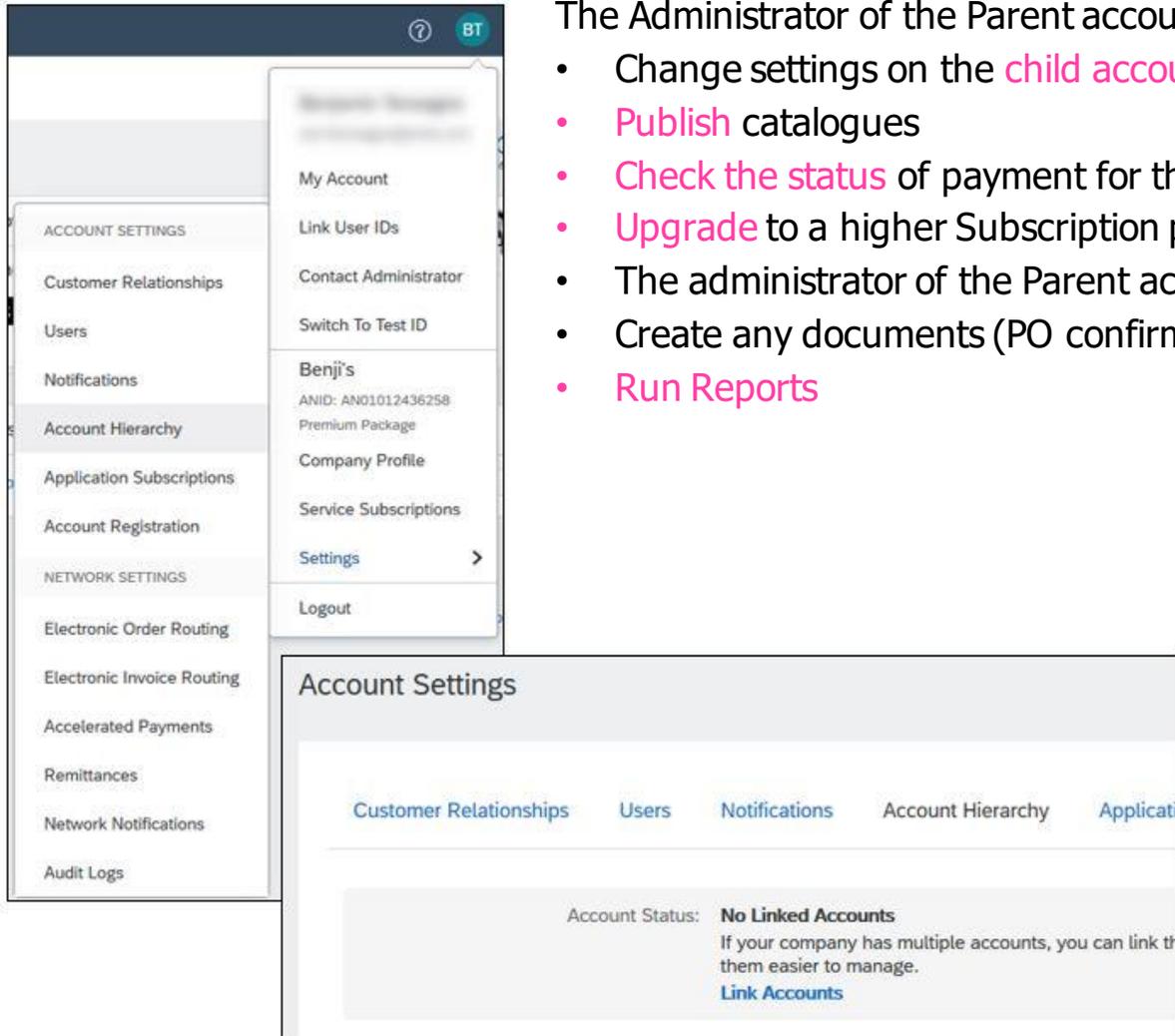
•An Account Hierarchy is a linkage between individual accounts for account management purposes.

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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