



SYNLAIT TRAINING GUIDE

ARIBA NETWORK INTRODUCTION

WELCOME TO THE Ariba 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 Network Introduction](#) [Ariba Customer Success Testimonials](#) [SAP Ariba Supplier Enablement](#)

Getting started

- **Register on the Ariba 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 Ariba account.** Ensure that your account is configured according to the business needs occurring between your company and your customer. Refer to the Synlait Account Administration Training Guide for more information.
- **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 to 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 ARIBA NETWORK

Getting started

Accept Your Invitation

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

Note: the TRR can take multiple formats, depending on your Customer's preference.

For Standard Account suppliers, this invitation is included in the first electronic Purchase Order you will receive.

Landing Page

This page invites you to review accounts that might already exist for your company. You can also connect to an existing account you have access to or decide to create a new account.

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 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 continue doing business with you on SAP Business Network.

Click Get started to connect.

Get started

Link expires: Monday, Jul 26, 2021, 12:00AM PDT

Benefits of a business relationship on Ariba Network

- 1. Digitize your business**
Collaborate with your customer on the same secure network, while improving efficiency with paperless processes
- 2. Ensure resiliency and sustainability**
Boost customer satisfaction, simplify the sales cycle
- 3. Act with Intelligence**
Gain insights from Ariba Network into your competitive advantage

[Learn more](#)

[About this invitation](#)

Connect with **Your New Buyer** on Ariba Network to collaborate.

Invited by **Europe Group Procurement**
Synlait Milk Limited

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

Review accounts

or

?

?

WELCOME TO THE ARIBA NETWORK

Review Matched Accounts

If the system identifies that your company may already have an account, click on *Review accounts* and browse through the proposed list. If you find any match, click on *Use this account*.

< Review matched accounts

Your company may already have an account. Please review the accounts in the table below.

Search Criteria [Edit](#)

Company Name
KIT TEST 02

E-mail address

Search results (20) | ★ Means you are a user of this account **Bold font:** Matched values

Company name	Email domain matched	Country	State	DUNS number	Action ?
★ DBS Test01	Yes	Germany			Use this account
SMO 01	Yes	Czech Republic			Use this account
	Yes	Czech Republic			Use this account
★ BK_Vendor02	Yes	Spain	Barcelona		Use this account
★ Kortus Ltd	Yes	Czech Republic	Hlavní Město Praha		Use this account

Existing Account

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

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[Learn more](#)

[About this invitation](#)

Connect with Synlait Milk Limited on Ariba Network to collaborate.

Invited by [Europe Group Procurement](#)

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

[Review accounts](#)

or

[Use existing account](#) ?

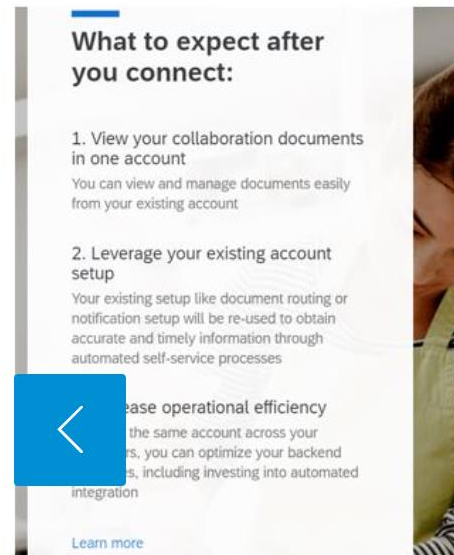
[Create new account](#) ?

WELCOME TO THE ARIBA NETWORK

Connecting to your Existing Account

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

Note: you must have Administrator rights to perform this operation.



Sign in to connect with Synlait Milk Limited

Username

[Forgot username?](#)

Password

[Forgot password?](#)

Connect

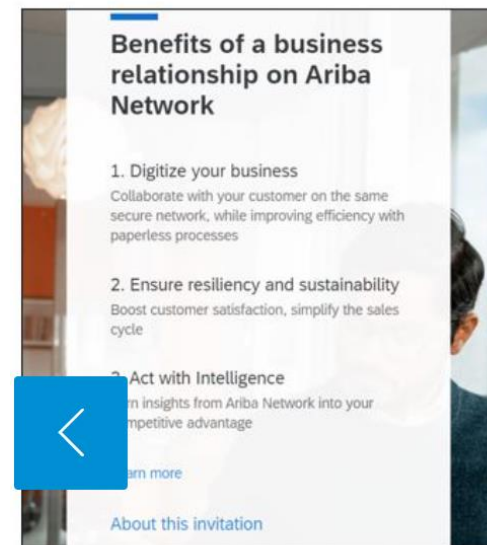
Powered by



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[SAP Ariba Privacy Statement](#) [Security Disclosure](#) [Terms of Use](#)

New Account

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



Connect with Synlait Milk Limited on Ariba Network to collaborate.

Invited by [Europe Group Procurement](#)

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

- Fill in all required fields under Company Information. Some might already be populated; please check their accuracy.
- Enter your User Account information marked required (*) and setup a username and password
- Accept the Terms of Use by checking the box.
- Resolve the Captcha.
- Click *Create account*.

What to expect when you create an account:

- 1. Digitize your business**
Collaborate with your customer on the same secure network, while improving efficiency with paperless processes
- 2. Ensure resiliency and sustainability**
Boost customer satisfaction, simplify the sales cycle
- 3. Act with Intelligence**
Turn insights from Ariba Network into your competitive advantage

[more](#)

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

Company information ?

Company (legal) name *

Country *

Username *

Address *

City *

State *

Zip *


Phone *

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

ACCOUNT TYPES

A **Standard Account** is a free account that typically gets activated from the first transaction. It allows you to transact with one or several customers based on interactive emails (e.g., Purchase Orders). You cannot run reports, publish electronic catalogues or integrate to your ERP system. This account type is ideal for suppliers with a limited number of transactions per year.

An **Enterprise Account** is a full-feature account that is created prior to the first transactions by means of a Trading Relationship Request from **Synlait**. It allows you to organize and filter documents in an easy Workbench, to run reports, publish electronic catalogues and set up an integration (interface between your ERP and your Ariba Network Account). This account type might be subjected to fees depending on the volumes transacted.

Features	Standard Account	Enterprise Account
Access	Email notifications / Workbench	Online dashboard / Workbench
Documents types	All	All
Document status updates	Yes	Yes
Legal Archive	Email notification and online download	<ul style="list-style-type: none">• Long-term invoice archiving for global compliance (Regional restrictions apply)• Capability to mass download invoices for local archiving
Support	Online Help Center	<ul style="list-style-type: none">• Support via phone, chat, or email• Direct access to enablement experts for onboarding assistance• Technical support for configuration and integration assistance• Online educational training courses
Electronic Catalogs	No	Yes
Integration	No	Yes
Reporting	No	Yes
Multiple customer relationships	Yes	Yes
Multiple users per account	Yes	Yes
Access to Mobile App	Yes	Yes
Access to Ariba Discovery	Yes	Yes
Fees	No	Fees may apply

ACCOUNT TYPES

I have a Standard Account – what is relevant to me?

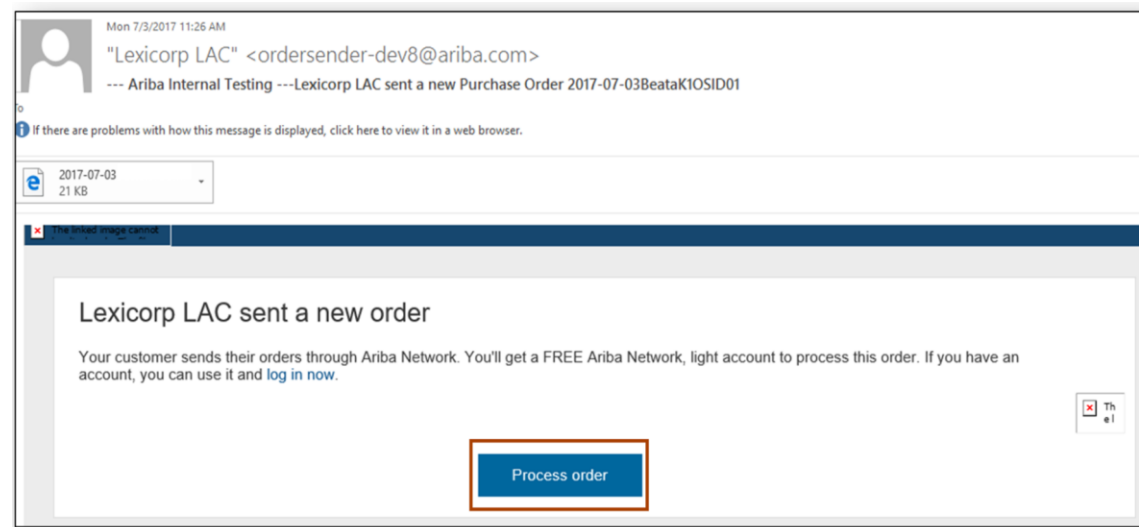
- Yes! You can stay on this Training Page to learn more about configuration and transactional operations for all account types.

The main difference resides in how you get to the Purchase Order to start responding: In a Standard Account you'll need to access the PO from the interactive email notification by clicking on Process Order, then logging in to your account.

- In an Enterprise Account, you simply connect to your account and find your PO there, ready to be processed.

Once in the document, the same instructions apply!

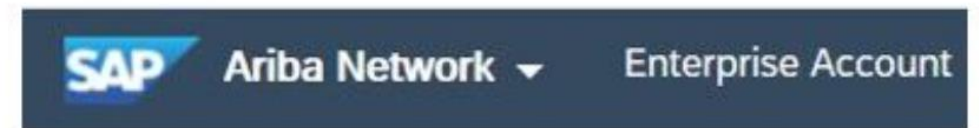
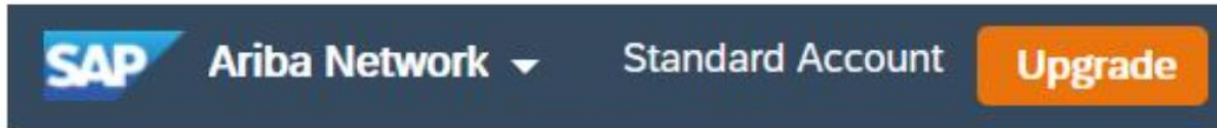
For more information and specific documentation on Standard Account, please [go visit this page](#) or watch our dedicated [video playlist](#), selecting the topic of your choice.



ACCOUNT TYPES

Identify Account Type

Not sure about which account type you are currently dealing with?
Simply connect to your account and check the top bar.



Upgrade from Standard to Enterprise Accounts

If you have identified your account as Standard and would like to upgrade to Enterprise, you can do so easily at any moment.

1. In the top bar, click *Learn More* next to the Upgrade from standard account text
2. Review the features in the comparison table, then click *Upgrade*.

It's that easy! Your Enterprise Account is immediately available for use. Please bear in mind that you might be subjected to fees.

Ariba Basics

A screenshot of the 'Upgrade from standard account' dialog box. The dialog has a title bar with 'Upgrade from standard account', a 'Learn More' button, and a 'Close' button. The main content area is titled 'Upgrade to realize the full value of Ariba Network'. It contains a comparison table between 'STANDARD ACCOUNT' (labeled 'Your current account') and 'ENTERPRISE ACCOUNT'. The table lists various features under 'FULFILLMENT' and 'SELLING' categories. The 'ENTERPRISE ACCOUNT' column includes an 'Upgrade' button. Below the table, there is a section 'By the way, you can use these with any account.' with two bullet points. At the bottom, there is a link 'Learn more about all the features of Ariba Network.'

	STANDARD ACCOUNT <small>Your current account</small>	ENTERPRISE ACCOUNT Upgrade
FULFILLMENT		
Orders and invoices	Respond to emailed orders using features that your customer requests, like order confirmations, ship notices and invoices. ✓ Check invoice status and create non-PO invoices, if supported by your customer	Skip the emails. Get and manage orders and invoices all on Ariba Network. ✓ Use CSV uploads to manage large documents.
Catalogs		Publish catalogs that detail your products and services
Integration		Integrate with your backend systems through CXML, EDI or CSV
Legal Archive		Access to long-term invoice archiving (regional restrictions apply)
Reporting		Get reports to track transactions and sales activities
Support	Help Center	✓ Help Center, phone, chat, and web form
Fees	Free	Based on usage
SELLING		
Ariba Discovery		✓ Join our business matchmaking service to get high quality sales leads. <small>Fees may apply</small>
Sourcing, Contract Management		✓ Attract potential customers with your profile and get invited to auctions and other events.

By the way, you can use these with any account.

- ✓ Join our business matchmaking service to get high quality sales leads. Fees may apply
- ✓ Attract potential customers with your profile and get invited to auctions and other events.

[Learn more](#) about all the features of Ariba Network.

SUPPLIER EDUCATION & SUPPORT

Ariba User Community

Community is an interactive help center situated in the right-hand side window wherever you are on your supplier account. Its content is adapted to the page on which you are working so it displays the most relevant tutorials, articles and FAQs for direct help. To close/open the window, click on **Help Center**.

Ariba Network for Sellers live demos

Ariba offers online training sessions:

- **Introduction to Ariba Network, Ariba Network Functional Demo, and more:** [Register here](#) for these live, interactive demo sessions held multiple times per month.

Supplier Education Guides

The following manuals contain compulsory instructions and tips on the management of your Ariba Network account when transacting with Synlait:

- [Quick Start Guide](#)
- [Complete User Guide](#)

Ariba Video Tutorials

- [Ariba Standard Account Training Guides](#)
- [Ariba Supplier Launchpad](#)
- [Ariba – Digitally transforming Procurement](#)

GO FURTHER WITH YOUR Ariba NETWORK ACCOUNT

Ariba Discovery

Ariba Discovery is the business matchmaking service that helps you find leads among thousands of large companies on the Ariba Network. Every day, thousands of buyers from the world's leading companies use this buyer-seller matching service while sourcing goods and services. After your registration, you're automatically notified whenever a buyer is looking for the kind of products or services you offer.

Ariba Discovery can help you increase sales by:

- Matching you with buyers that want what you offer
- Automatically sending you high quality leads
- Making your bidding process more efficient
- Helping you comply with companies' purchasing processes
- Boosting awareness among your target customers

Go to <https://www.ariba.com/ariba-network/ariba-network-for-suppliers/selling-on-ariba-network/sap-ariba-discovery> to discover new business opportunities.

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

Find out more about test account creation in [Account Configuration training](#) guide.



Synlait

- CONFIDENTIAL -

Mt Hutt, Canterbury, New Zealand

