

SAP Business Network

Training resources for suppliers



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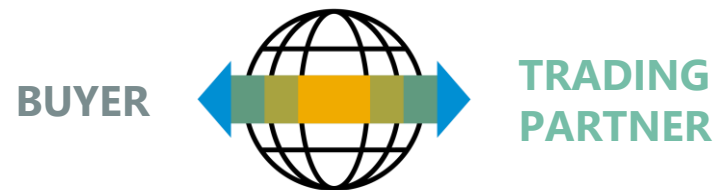
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1. Introduction to SAP Business Network

SAP Business Network, formerly known as **Ariba Network**, makes it straightforward for buyers and suppliers to collaborate on transactions, strengthen their relationships, and discover new business opportunities.

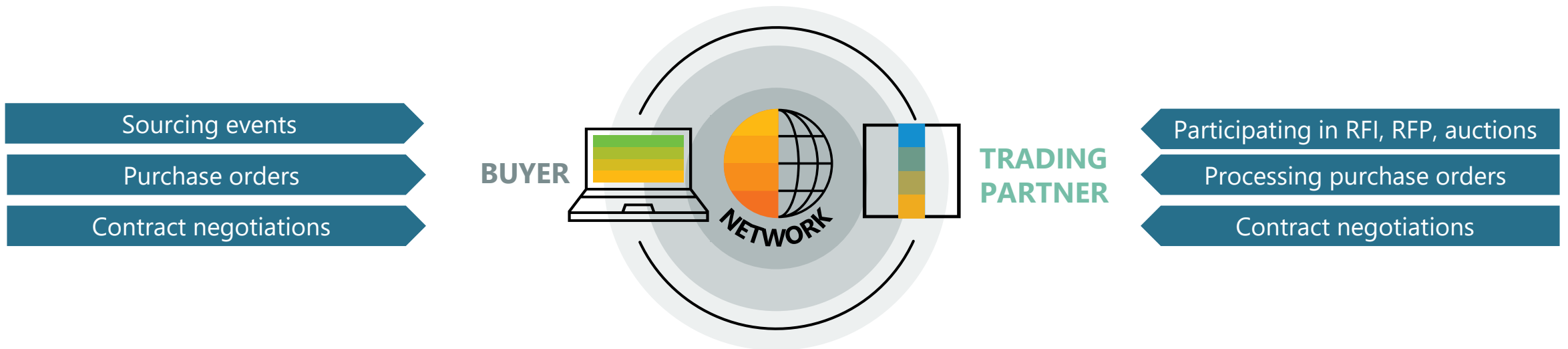
Buyers can automate the entire procurement process from source to settle, while controlling spending, finding new sources of savings, and building a healthy, ethical supply chain.

Suppliers can help buyers achieve their procurement transformation goals, collaborating in the cloud to boost customer satisfaction, simplify the sales cycle and improve cash flow.



SAP Business Network basic functionalities:

- Receiving purchase orders
- Sending invoices and monitoring payment status
- Participating in sourcing events
- Collaborating on contracts
- Creating self-enabled digital catalogs



2. 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 catalogs 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 your Buyer. It allows you to organize and filter documents in an easy Workbench, to run reports, publish electronic catalogs 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.

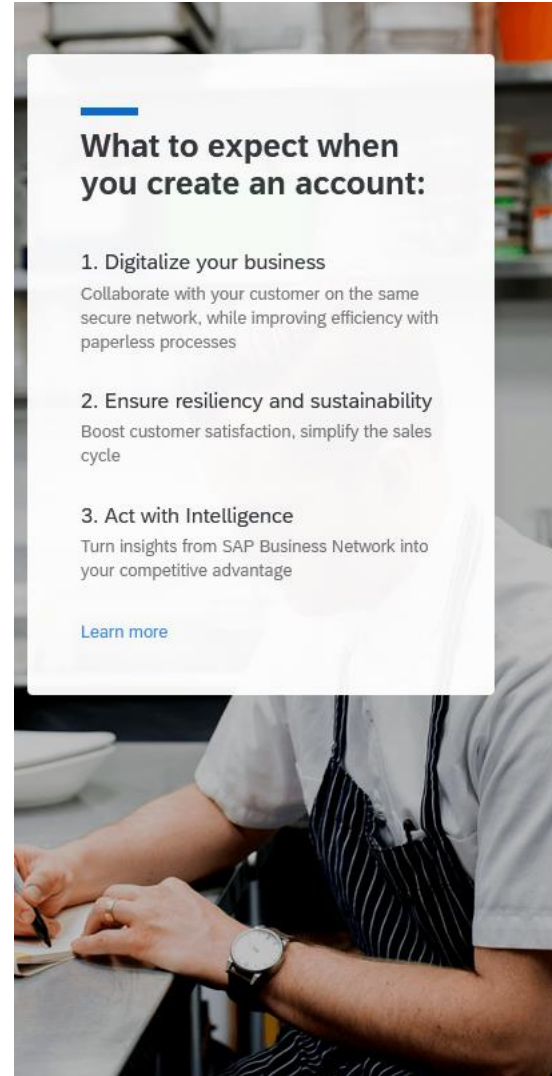
Features	Standard Account	Enterprise Account
Access	Email notifications / Workbench	Online dashboard / Workbench
Document types	All	All
Document status updates	Yes	Yes
Legal Archive	Email notification and online download	<ul style="list-style-type: none"> •Long-term invoice archiving for global compliance (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	Yes, self-service	Yes, with assistance
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

3. Registering on SAP Business Network

You register an SAP Business Network account in order to transact with your customers and potentially find new business opportunities.

You can use a web browser to go to <https://supplier.riba.com> and register a free, standard account.

SAP Business Network asks for basic information about your business, such as your company name, address, and email address. You also create a username and password.



Create a free company account to connect with your customers on SAP Business Network

Company information ⓘ

Company (legal) name *

Country/Region *

United States [USA]

Address line 1 *

Address line 2

Address line 3

City *

State *

Choose a state

Zip *

You can also register using an email invitation from a buying organization.
It can be a purchase order or other first-time document from your customer.



Good morning!

Polpharma - TEST invites you to register as a supplier of our company. Get started by creating an Ariba Network account - It only takes a minute and costs nothing!

Polpharma - TEST uses the Ariba Network service to manage its activities in terms of identifying sources of supply, purchasing and cooperating with Suppliers.

Please click [Click Here](#) to create an account. If you already have an account on Ariba Network - please log in using your username and password.

THE ABOVE LINK IS ONE USE AND VALID FOR 30 DAYS.

In case of link expiration please contact

You are receiving this email because your customer, Polpharma - TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact Polpharma - TEST.

Offices | [Data Policy](#) | [Contact Us](#) | [Customer Support](#)

Powered by **SAP Ariba** 



Welcome, Marta Testowa.

Polpharma - TEST has registered you on their Ariba Spend Management site and invited you to participate in the following event: Zapytanie ofertowe 24.01. The event starts on Tuesday, January 24, 2023 at 2:26 AM, Pacific Standard Time and ends on Tuesday, January 24, 2023 at 2:56 AM, Pacific Standard Time.

[Click Here](#) to access this event. You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can access this event.

NOTE: This link is only valid for 30 days. Make sure to register on the Ariba Commerce Cloud before the link expires. After you register on the Ariba Commerce Cloud, you can no longer use this link.

If you have questions about this event, contact Marta Kaczmarek via telephone at or via e-mail at marta.kaczmarek@polpharma.com.

If you do not want to respond to this event, [Click Here](#). You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can indicate that you do not want to respond to this event.

We look forward to working with you!

Thank You,

Polpharma - TEST

Email contains a link to the welcome page. When SAP Business Network shows the welcome page, do one of the following:

- If you already have an account, click **Log in**.
- If you don't already have an account, click **Sign up**.

The screenshot shows the SAP Ariba 'Welcome, KAMIL TEST' page. At the top is a dark blue header with the SAP logo, the text 'Ariba Proposals and Q...', and a help icon. Below the header, the main content area has a light gray background. A yellow banner at the top of the content area contains the text 'Have a question? Click here to see a Quick Start guide.' Below this, the text reads 'Sign up as a supplier with Polpharma - TEST on SAP Ariba.' followed by 'Polpharma - TEST uses SAP Ariba to manage procurement activities. Create an SAP Ariba supplier account and manage your response to procurement activities required by Polpharma - TEST.' and a blue 'Sign up' button. Below that, the text 'Already have an account?' is followed by a blue 'Log in' button. Further down is a section titled 'About Ariba Network' which contains a paragraph about the Ariba Network being a single location for managing customer relationships and supplier activities, followed by a bulleted list of benefits: 'Respond more efficiently to your customer requests', 'Work more quickly with your customers in all stages of workflow approval', 'Strengthen your relationships with customers using an Ariba Network solution', 'Review pending sourcing events for multiple buyers with one login', and 'Apply your Company Profile across Ariba Network, Ariba Discovery and Ariba Sourcing activities'.

SAP Ariba Proposals and Q... ?

Welcome, KAMIL TEST

Have a question? [Click here to see a Quick Start guide.](#)

Sign up as a supplier with **Polpharma - TEST** on SAP Ariba.

Polpharma - TEST uses SAP Ariba to manage procurement activities.
Create an SAP Ariba supplier account and manage your response to procurement activities required by Polpharma - TEST.

[Sign up](#)

Already have an account? [Log in](#)

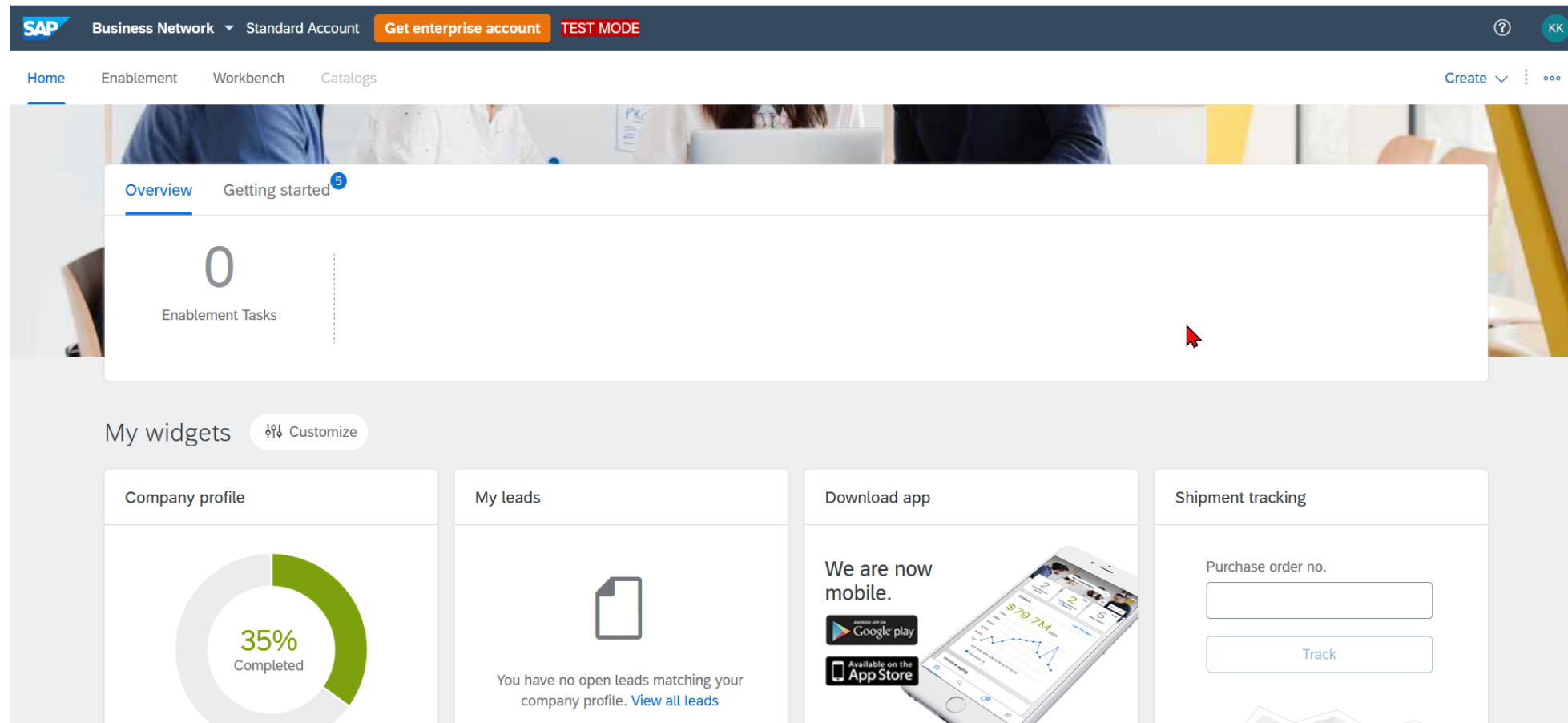
About Ariba Network

The Ariba Network is your entryway to all your Ariba seller solutions. You now have a single location to manage all of your customer relationships and supplier activities regardless of which Ariba solution your customers are using. Once you have completed the registration, you will be able to:

- Respond more efficiently to your customer requests
- Work more quickly with your customers in all stages of workflow approval
- Strengthen your relationships with customers using an Ariba Network solution
- Review pending sourcing events for multiple buyers with one login
- Apply your Company Profile across Ariba Network, Ariba Discovery and Ariba Sourcing activities

4. Dashboard

Dashboard provides access to the SAP Business Network key components. You can access some documents directly from the tiles on your homepage. You can customize the widgets according to your preferences.



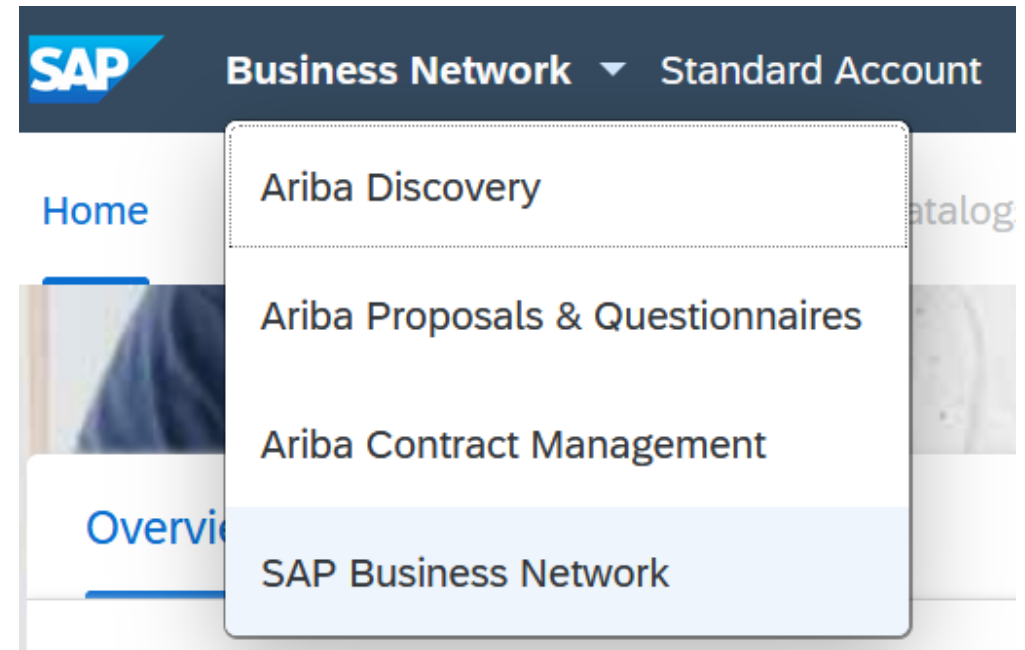
In the upper left corner, there is a list that allows you to switch between website's functionalities.

Ariba Discovery – matchmaking solution that connects you with diverse, qualified suppliers who can deliver the products or services you're looking for – fast.

Ariba Proposals & Questionnaires – gives you an access to events, request for proposals or questionnaires sent by buyers

Ariba Contract Management – allows you to participate in contract negotiations

SAP Business Network – allows you to process purchase orders sent by buyers



5. Help

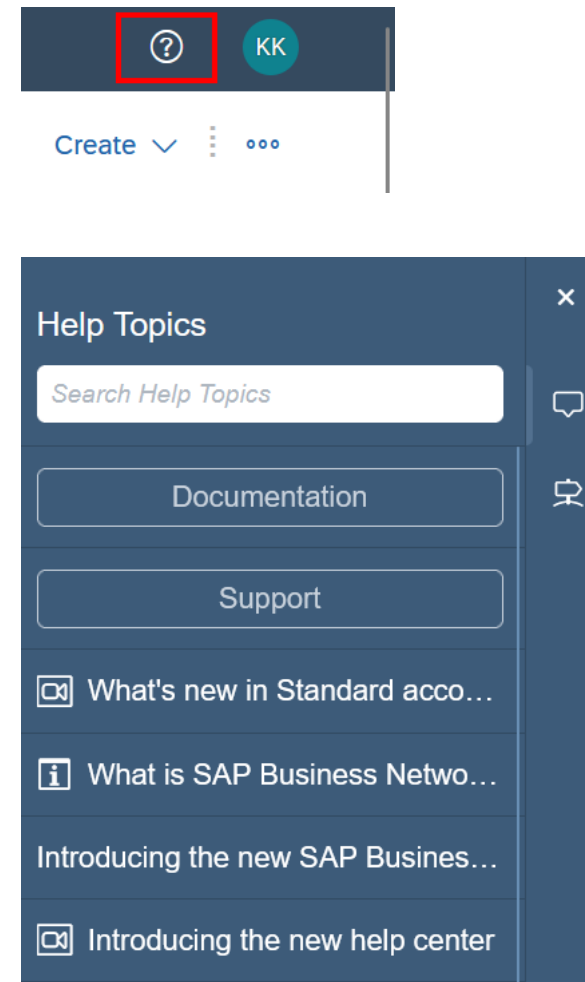
You can use Help icon on the right side to obtain help.

In the displayed panel, you can navigate through help articles explaining particular functions of the website.

Documentation button redirects you to



[SAP Business Network for Trading Partners](#)

Website contains detailed documentation of the SAP Business Network account capabilities.




Support button redirects you to the Help Center. The Help Center is your hub for FAQs, tutorials, official product documentation, and more.

- The **Home** tab allows you to search help topics
- The **Learning** tab contains training content
- The **Contact Us** tab allows you to contact support team

 **Help Center Home** 

[Home](#) [Learning](#) [Contact us](#)

How can we help you?



Try "cancel order", "email notifications", "user authorization"



Topics we recommend for you

How do I access a sourcing event?

Question. How do I access a sourcing event? Answer. You can access a sourcing event to which you have been invited in two different ways: By registering via the invitation email that the buyer sends By going to the Ariba Proposals & Questionnaires page (log into your account and click...

[Event participation](#) [View homepage](#) [RFQ](#) [Standard accounts](#)


Mar 1, 2022

 **Help Center Learning Center** 



[Home](#) [Learning](#) [Contact us](#)

Documentation & Learning

This section offers product documentation, release updates, tutorials, and other resources.

[Ariba Network Supplier](#) [Freight Collaboration](#) [Tutorials](#) [More](#) 

[SAP Ariba Strategic Sourcing tutorials for suppliers](#)

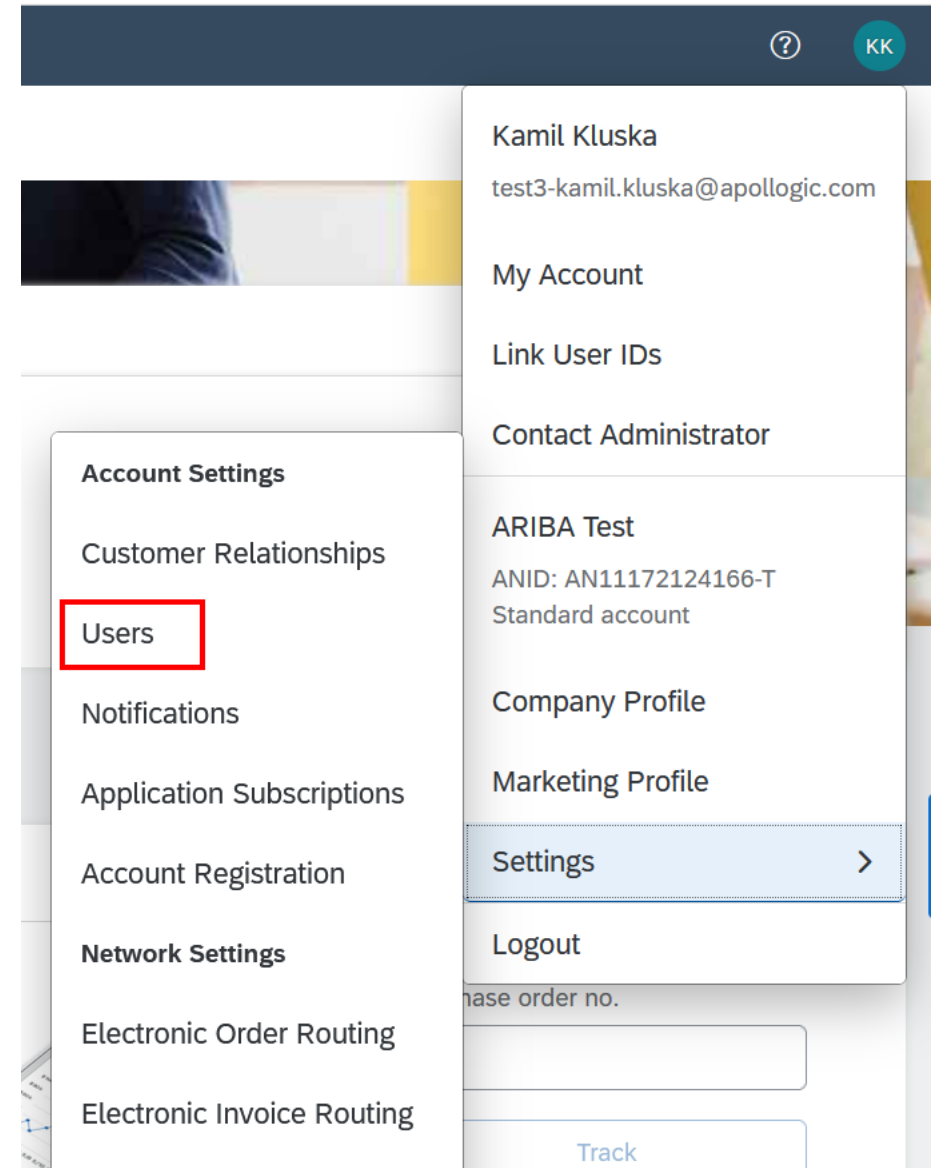


6. Account administration

6.1. Role and User Creation

By creating roles and then adding users to them, the SAP Business Network administrator controls who can log in to your organization's account and which areas of the service each user can access.

To access users and roles menu, click your initials visible in the upper-right corner of the application, then select **Settings** and **Users**.



Before creating new user, you might want to review the list of roles. A role defines a user function within SAP Business Network.

In order to create a new role, click on plus icon on Manage Roles screen.

[Customer Relationships](#) [Users](#) [Notifications](#) [Application Subscriptions](#) [Account Registration](#)

Manage Roles

Manage Users

Manage User Authentication

Revoked Users

More...▼

Roles (1)

Create and manage roles for your account. You can edit the role and add users to a role. The Administrator role can be viewed, but cannot be modified.

Filters

Permission

Select permission assigned

▼

Apply

Reset

+

Role Name	Users Assigned	Actions
Administrator	Kamil Kluska	

Then, enter a distinctive name for the role and select one or more permissions for the new role. Each role must have at least one permission.

On the same screen you can also assign created role to the users, to do so, scroll down to bottom section **Assign Users**.

Create Role

SaveCancel

* 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.

<input type="checkbox"/>	Permission ↑	Description ↑
<input type="checkbox"/>	Access Proposals and Contracts	View your organization's Ariba Sourcing events and Ariba Contract Management contracts, documents, and tasks. This permission grants access to the Proposals and Contracts properties. Individual users must be approved by Ariba Sourcing buyers before they can view or participate in events or contract tasks
<input type="checkbox"/>	Catalog Management	Set up and manage catalog-related activities
<input type="checkbox"/>	Company Information	Review and update company profile information
<input type="checkbox"/>	Contact Administration	Maintain information for account contact personnel
<input type="checkbox"/>	Create and manage postings on Ariba Discovery	Create postings on Ariba Discovery
<input type="checkbox"/>	cXML Configuration	Configure account for cXML transactions

Manage Users tab allows you to display existing users and create new users.
In order to create a new user, click on plus icon.

Account Settings

SaveClose

Customer RelationshipsUsersNotificationsApplication SubscriptionsAccount Registration

Manage RolesManage UsersManage User AuthenticationRevoked UsersMore...

Users (1)

☐ 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

Enter username

+

Apply

Reset

+

<input type="checkbox"/>	Username	First Name	Last Name	Role Assigned	Actions
<input type="checkbox"/>	test3-kamil.kluska@apollogic.com	Kamil	Kluska	SOURCING_SUPPLIER_MASTERACCOUNT, +5	

↳

Add to Contact List

Remove from Contact List

Enter a username, email address, first and last name, and optionally a phone number for this user.

Select a role in the Role Assignment section.

Define Customer Assignment – new user can be assigned to all customers or specific ones.

Create User

DoneCancel

Create a new user account and assign a role and if needed assign them to a business unit. Ariba will email a temporary password to the address provided for the new user account. The account information entered here will not be modifiable after you click Done. However, you can modify role assignments at any time.

New User Information

Username: *

i

Email Address: *

First Name: *

Last Name: *

☐

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

i

☐

This user is the Ariba Discovery Contact

i

☐

Limited access

i

Office Phone:

Country

Area

Number

USA 1

▼

Role Assignment

Name

Description

☐

Access Proposals and Contracts

Customer Assignment

Assign to Customer:

☒

All Customers

☐

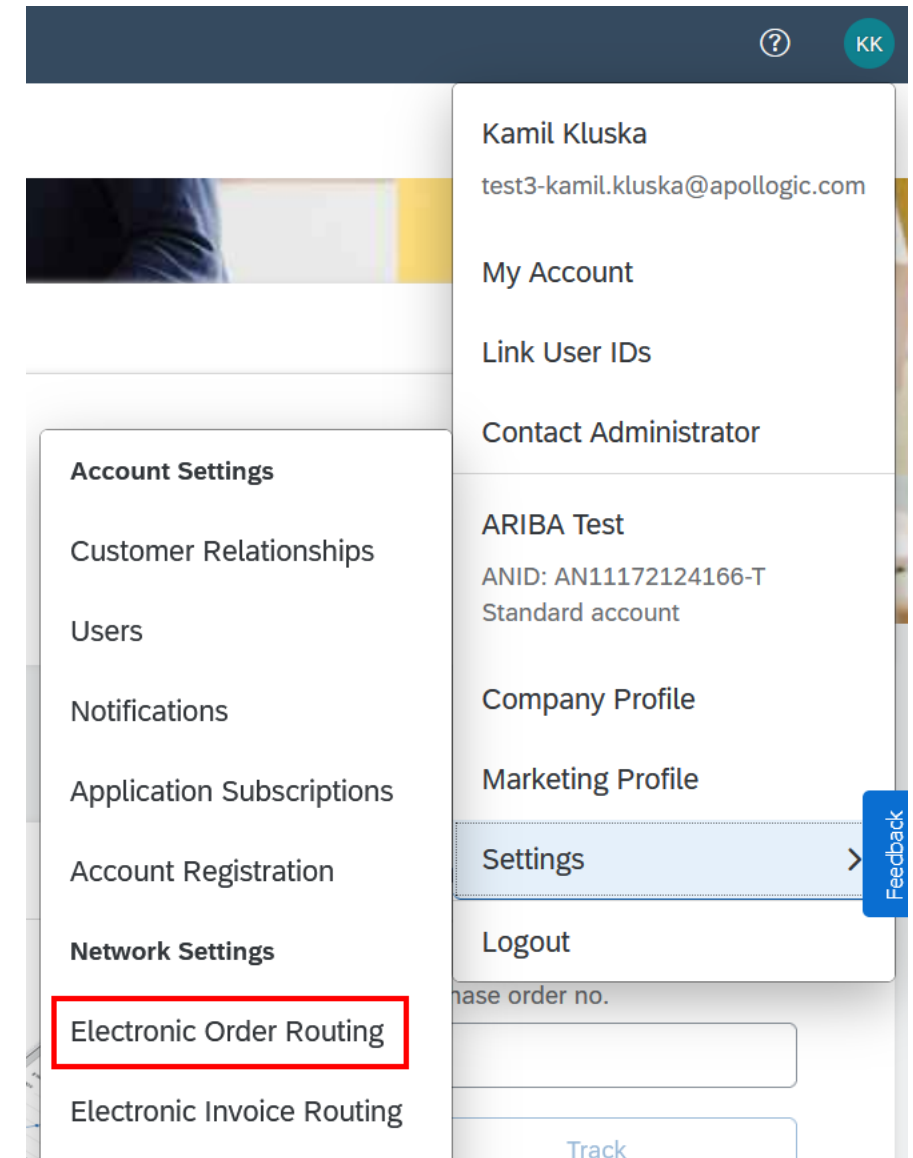
Select Customers

6. Account administration

6.2. Electronic Order Routing

You can change how you receive purchase orders by updating your Electronic Order Routing method.

To access this menu, click your initials visible in the upper-right corner of the application, then select Settings and Electronic Order Routing.



Select the routing preference for each type of document. The methods available include:

- On-line
- cXML
- E-mail
- EDI
- Fax

If the routing method will be the same for each option, select Same as new catalog orders without attachments.

You can also specify whether purchase order document should be attached to the email.

To access Electronic Order Routing, you must be an account administrator or a user with the Company Information permission.

Network Settings

[Electronic Order Routing](#)[Electronic Invoice Routing](#)[Settlement](#)[Data Deletion Criteria](#)

* Indicates a required field

Non-Catalog Orders with Part Numbers

☐ Process non-catalog orders as catalog orders if part numbers are entered manually

Status Update Request Notifications

☐ Do not send status updates for inbound documents in pending queue

New Orders

Document Type	Routing Method	Options
Catalog Orders without Attachments	Email	<div>Email address: <input type="text" value="kamil.kluska@apollogic.com"/></div> <div><input type="checkbox"/> Attach cXML document in the email message</div> <div><input checked="" type="checkbox"/> Include document in the email message</div> <div><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".</div> <div><input type="checkbox"/> Attach PDF document in the email message</div>

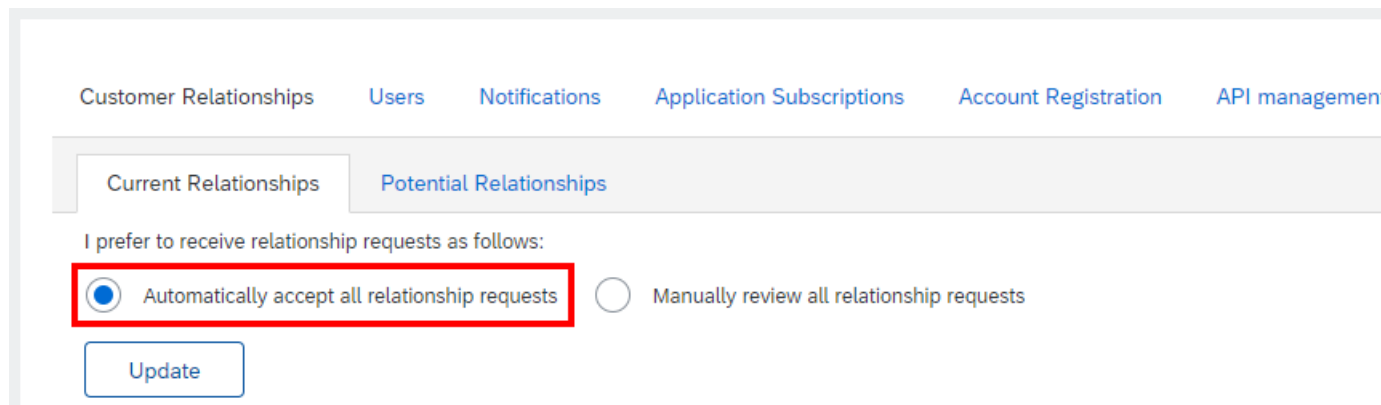
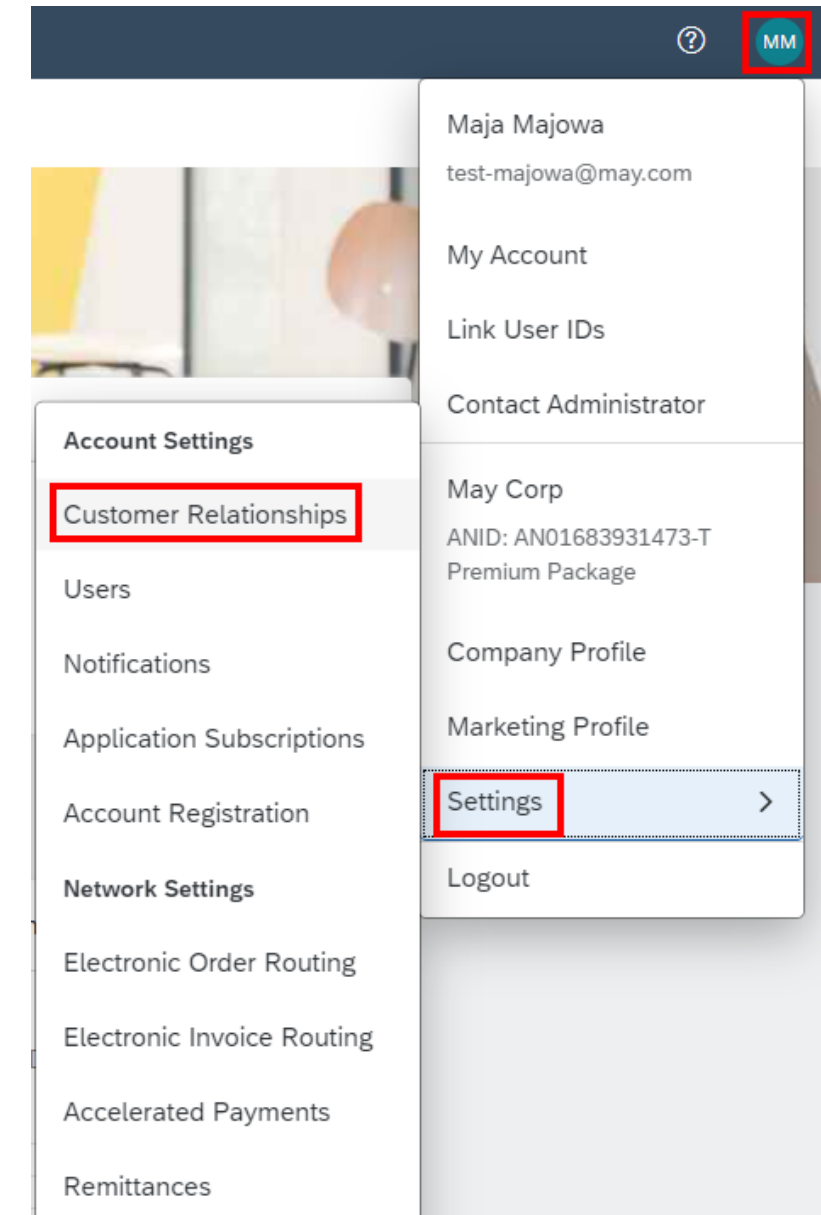
6. Account administration

6.3. Customer relationships

In order to support some system functionalities, it may be necessary to establish a relationship with the customer.

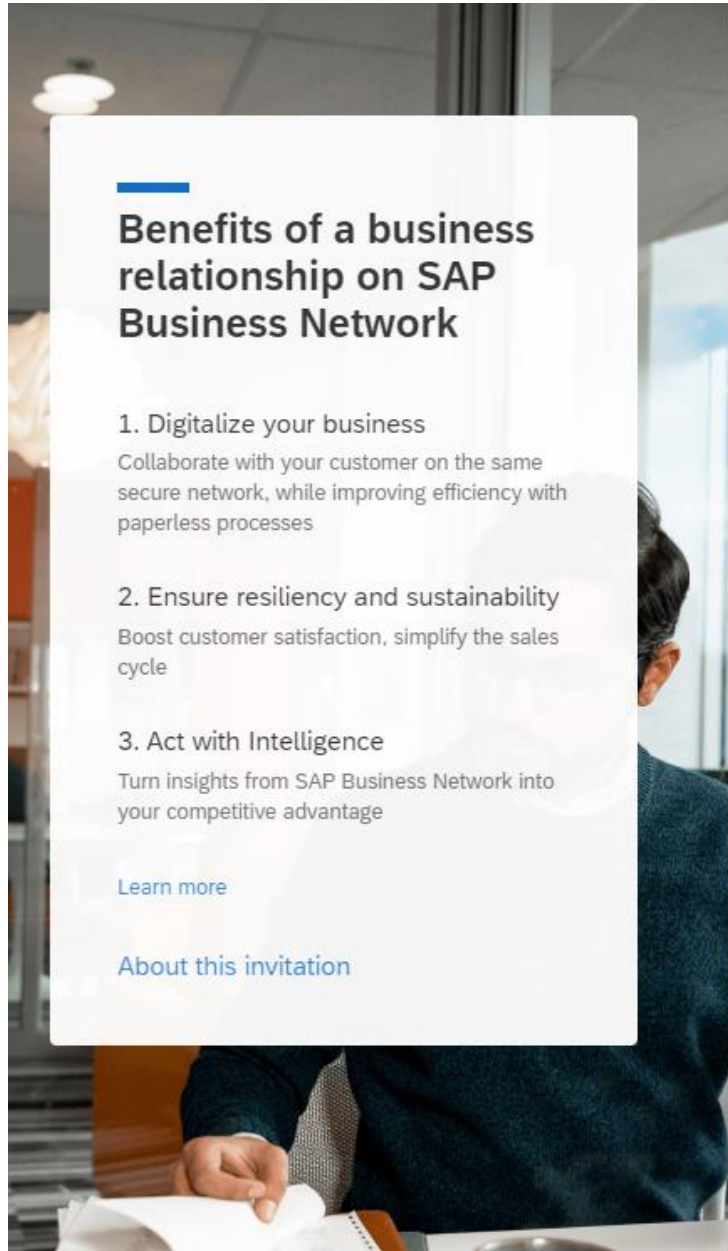
To go to the relationship management menu, click on the **icon with the initials** of the logged-in user in the upper right corner, select **Settings** and then **Customer Relationships**.

Only the customer can send a relationship invitation. Depending on your settings, it may be accepted automatically or require manual confirmation.



It will redirect you to the SAP Business Network login page.

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Benefits of a business relationship on SAP Business Network

- 1. Digitalize 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 SAP Business Network into your competitive advantage

[Learn more](#)

[About this invitation](#)

Polpharma

Connect with Polpharma on SAP Business Network to collaborate.

Create new account



or

Use existing account



Not sure whether your company already has an account?

[Search for your company](#)

Enterprise account holders can use navigation to view orders directly in the **Business Network** module. In this module you can use the **Orders** tab on the top beam or a dedicated widget.

SAPBusiness NetworkEnterprise AccountTEST MODE

HomeEnablementWorkbenchOrdersFulfillmentInvoicesPaymentsCatalogsReportsMessagesCreate

Workbench

1New ordersOstatnie 31 dni

3Items to confirmOstatnie 31 dni

6Items to shipOstatnie 31 dni

4Orders to invoiceOstatnie 31 dni

4InvoicesOstatnie 31 dni

New orders (1)

Edit filterSave filterLast 31 daysNew

Order Number	Customer	Amount	Date	Order Status
PO10396	Apollogic DSAPP Test	4,453.50 PLN	Mar 9, 2023	New

Confirm entire order

Update line items

Reject entire order

Create ship notice

Create service sheet

Standard invoice

Create credit memo

Create line-item credit memo

Create line-item debit memo

Hide

One of the available options is to create an **order confirmation**.

An order can be confirmed in full, in part (*update line items*) or rejected. When confirming you can enter additional details including confirmation number and shipping information.

Confirming PO

ExitNext

1Confirm Entire Order

2Review Order Confirmation

▼ Order Confirmation Header

Confirmation #:

Associated Purchase Order #:

PO10396

Customer:

Apollogic DSAPP Test

Supplier Reference:

Shipping and Tax Information

Est. Shipping Date:

Est. Shipping Cost:

Est. Delivery Date:

Est. Tax Cost:

Comments:

Line Items

Line #	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal
1	2018A123	Material	600 (EA)	14 Mar 2023	4.60 PLN	2,760.00 PLN
	Pozycja 1					
	Current Order Status:					
	600 Confirmed As Is					
2	2018B456	Material	15 (EA)	14 Mar 2023	112.90 PLN	1,693.50 PLN
	Pozycja 2					
	Current Order Status:					
	15 Confirmed As Is					

SAP Business Network also allows you to send a **ship notice**.

In the details of the ship notice, you can enter details such as package numbers, bill of lading number, shipment date, and also product details, for example, production date.

Create Ship Notice

Save

Exit

Next

* Indicates required field

SHIP FROM

May Corp

Poznań
Wielkopolskie
Poland

Update Address

DELIVER TO

Plant PL03

Poznań
WLK
Poland

Update Address

Ship Notice Header

SHIPPING

Packing Slip ID:*

Invoice No.:

Requested Delivery Date: --

Ship Notice Type: Select

Shipping Date:

Delivery Date:

Gross Volume:

Gross Weight:

TRACKING

Carrier Name:

Service Level:

Unit:

Unit:

DELIVERY AND TRANSPORT INFORMATION

Additional Fields

Order Items

Order #	Line No.	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	
PO10396	1	2018A123		600	EA	14 Mar 2023		4.60 PLN	2,760.00 PLN	Remove
Pozycja 1										
Shipment Status										
Total Item Due Quantity: 600 EA										
Confirmation Status										
Total Confirmed Quantity: 0 EA Total Backordered Quantity: 0 EA										
Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date					
1	600		- Select Country -			Add Details				

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8. Participating in events

Customers can also send invitations to participate in events and to submit offers.

Notifications of the invitation come via e-mail.

The invitation to participate in the event may vary depending on the type of event, but it will always contain a link redirecting to the SAP Business Network system, where you can confirm participation in the event and submit an offer.



Polpharma - TEST has invited you to participate in the following event: RFQ706-Niestandardowe materiały drukowane - zapytanie ofertowe. The event is set to begin on Friday, January 20, 2023 at 8:08 AM, Central European Time.

Use the following username to log in to Polpharma - TEST events: test-majowa@may.com.

[Click Here](#) to access this event.

When you click this link, log in with your username and password. You will then have the option to register your buyer-specific user ID with a new or existing Ariba Commerce Cloud account and participate in your event.

If you do not want to respond to this event, [Click Here](#). You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can indicate that you do not want to respond to this event.

If you have forgotten your username or password and are unable to log in, [Click Here](#).

NOTE: The forgot password link is only valid for 24 hours. After this link expires, click Forgot Password on the Ariba Login page to reset your password.

If you have questions about this event, contact Marta Kaczmarek via telephone at or via e-mail at marta.kaczmarek@polpharma.com.

We look forward to working with you!

Thank You,

Polpharma - TEST

The white bar at the top of the page allows you to switch between inquiries from different customers. Events are grouped by type and status.

SAP

Ariba Proposals and Questionnaires

Enterprise Account

TEST MODE

MM

APOLLOGICDSAPP - TEST

POLPHARMA - TEST

MORE...

There are no matched postings.

Welcome to the Ariba Spend Management site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

polpharma

Home

Events

Title	ID	End Time	Event Type	Participated
Status: Completed (3)				
Status: Open (3)				
RFQ742-Odczynniki do badań laboratoryjnych - zapytanie cenowe	Doc1368407196	15/03/2023 23:59	RFP	Yes
RFQ741-Pianki drukowane reklamowe - zapytanie	Doc1368407180	15/03/2023 23:59	RFP	Yes
RFQ736-Odczynniki do badań laboratoryjnych - zapytanie cenowe	Doc1363774530	10/03/2023 23:59	RFP	Yes
Status: Pending Selection (4)				
RFQ737-Pianki drukowane reklamowe - zapytanie	Doc1363739067	09/03/2023 23:59	RFP	Declined
RFQ730-Zapytanie ofertowe - druki 24.02	Doc1350104842	03/03/2023 23:59	RFP	No
RFQ707-Drobny sprzęt laboratoryjny - zapytanie cenowe	Doc1299579258	27/01/2023 23:59	RFP	Yes
RFQ706-Niestandardowe materiały drukowane - zapytanie ofertowe	Doc1299579241	24/01/2023 13:21	RFP	Yes

Registration Questionnaires

Title	ID	End Time	Status
Status: Open (1)			
[Polpharma] Supplier registration questionnaire	Doc1299252673	11/2/6106 19:36	Registered

Event Details

Doc1371245630 - RFQ743-Request for quote - reagents for labo...

 Time remaining
7 days 15:28:58[Event Messages](#)[Download Tutorials](#)[Response Team](#)

▼ Checklist

1. Review Event Details

2. Select Lots/Line Items

3. Submit Response

You must decide whether or not you intend to participate in this event.

[Download Content](#)[Intend to Participate](#)[Decline to Participate](#)[Print Event Information](#)

All Content



Name ↑	Total Cost
▼ 1 Terms	
1.1 Comments	
1.2 If required, attach a supporting file to your response	
1.3 Ship To	Warszawskie Zakłady Farmaceutyczne Polfa Spółka Akcyjna Warszawa, 01-207 Poland
1.4	

Select Lots

Doc1371245630 - RFQ743-Request for quote - reagents for laboratory tests

[Cancel](#)

▼ Checklist

1. Review Event Details

2. Select Lots/Line Items

3. Submit Response

Choose the lots in which you will participate. You can cancel your intention to participate in a lot until you submit a response for that lot; once you submit a response you cannot withdraw it.

[Select Lots/Line Items](#)[Select Using Excel](#)

Lots Available for Bidding



<input checked="" type="checkbox"/>	Name
<input checked="" type="checkbox"/>	2.1 Reagent 1 Reagent 1: Formularz tworzenia zapytania ofertowego dla kategorii: UTMLO01 - odczynniki. Formularz zawiera dodatkowe pola doprecyzowujące zakres zapotrzebowania.
<input checked="" type="checkbox"/>	2.2 Reagent 2 Reagent 2: Formularz tworzenia zapytania ofertowego dla kategorii: UTMLO01 - odczynniki. Formularz zawiera dodatkowe pola doprecyzowujące zakres zapotrzebowania.
	Confirm Selected Lots/Line Items

Depending on the type of event and customer settings there may be different requirements and fields to complete in the event. After answering all the mandatory questions marked with an asterisk and entering the price, select **Submit entire response** to send the offer to the customer.

Ariba Sourcing

Company SettingsMaja MajowaFeedbackHelpMessages

Go back to Polpharma - TEST DashboardDesktop File Sync

ConsoleDoc1371245630 - RFQ743-Request for quote - reagents for labo...Time remaining7 days 15:26:15

Event MessagesResponse HistoryResponse Team

▼ Checklist

1. Review Event Details2. Select Lots/Line Items3. Submit Response

All Content

Name ↑	Price (MARCIN)	Quantity	Total Cost
▼ 1 Terms			
1.1 Comments			
1.2 If required, attach a supporting file to your response	Attach a file		
1.3 Ship To	Warszawskie Zakłady Farmaceutyczne Polfa Spółka Akcyjna Warszawa, 01-207 Poland		
1.4			
Allow quote to be reused or not:		* No	
▼ 2 Items			
2.1 Reagent 1	* <input type="text"/> PLN	15 sztuka	

Reagent 1: Formularz tworzenia zapytania ofertowego dla kategorii: UTMTI 001 - odczynniki. Formularz zawiera dodatkowe pola dopreczowujące zakres zapotrzebowania.

(*) indicates a required field

Submit Entire Response

Update Totals

Save draft

Compose Message

Excel Import

9. Q&A

? **What if the administrator who created the account no longer works in the company? And they didn't give access to the account?**

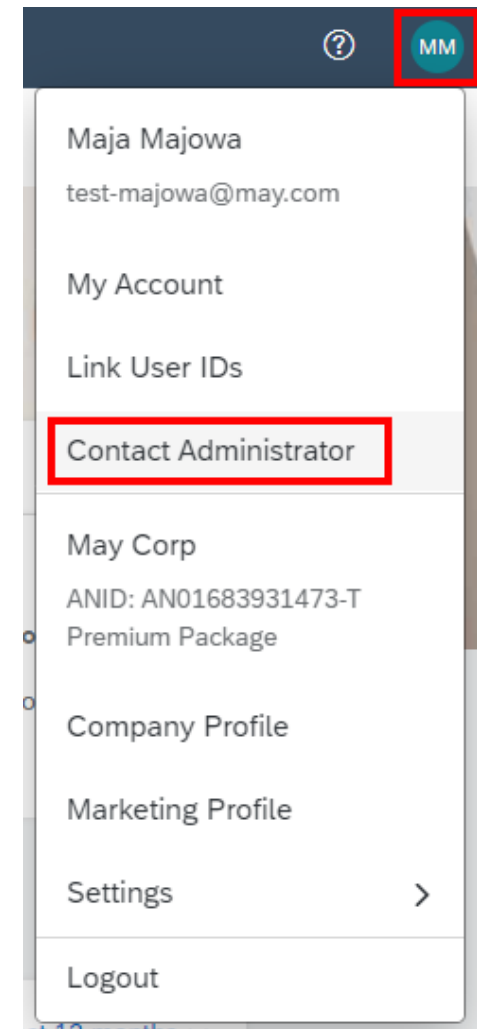
You can check who is the Administrator of your account. Please select the initials icon in the upper right corner and then the option *Check with the administrator*.

If the administrator is no longer employed in your company, check with your IT department - it may be possible to access this person's mailbox in order to reset the password and grant administrator's access to a different user.

If the administrator's account cannot be accessed, contact SAP Ariba Customer Service to relocate the account administrator role to a different user.

? **Czy to powiadomienia będą w języku polskim czy angielskim?**

Docelowo powiadomienia przesyłane przez Polpharma będą w języku polskim.



? Do we keep correspondence in the system or by e-mail? E.g., when we have any questions regarding an event

Messages regarding the event can be sent from the system - directly from the event view (*Compose Message* option). Notification of a respond from Polpharma comes by e-mail and is also visible in the *Event messages* section directly on the event page.

Ariba Sourcing

Company Settings ▾ Maja Majowa ▾ Feedback Help ▾ Messages

[Go back to Polpharma - TEST Dashboard](#)[Desktop File Sync](#)

ConsoleDoc1371245630 - RFQ743-Request for quote - reagents for labo...

Time remaining
7 days 15:13:54

Event Messages

Response History

Response Team

▼ Checklist

1. Review Event Details

2. Select Lots/Line Items

3. Submit Response

All Content

Name ↑	Price (MARCIN)	Quantity	Total Cost
▶ 1 Terms			
▼ 2 Items			
2.1 Reagent 1 ▾	<div>Less... -</div> <div>* <input type="text"/> PLN</div>	15 sztuka	
Reagent 1: Formularz tworzenia zapytania ofertowego dla kategorii: UTMTLO01 - odczynniki. Formularz zawiera dodatkowe pola doprecyzowujące zakres zapotrzebowania.			
Line Number:	1		
Comment:	<div></div>		
If required, attach a supporting file to your response: Attach a file			
Lead (working days):	<input type="text"/>		
Jednostka organizacyjna::	Polfa Warszawa S.A.		
	* <input type="text"/>		

(*) indicates a required field

Submit Entire Response

Update Totals

Save draft

Compose Message

Excel Import

? Do we see all Polpharma's inquiries in SAP Ariba or only those sent to us?

In the Ariba Proposals & Questionnaires module, only inquiries addressed directly to a given Trading Partner are visible.

In the Ariba Discovery module, you can check open inquiries published by purchasing organizations through SAP Ariba. This module is not the subject of this manual.

? Purchase Order - I confirmed the realization date, but in the meantime, it turns out that this will change - how to report it to Polpharma - by e-mail or update it in Ariba - if in Ariba, how?

In order to change sent documents (order confirmation, shipment confirmation), you need to re-enter creations of this document for a given order (e.g., *Actions* → *Confirm entire order*), enter the update data (e.g., shipping date) and then resend the document.

? Do we set up an account in the system ourselves or does Polpharma do it?

Accounts are set up independently. This can be done at any time on [this website](#) or in response to an order or inquiry sent by Polpharma (using the link in the e-mail).

? Will a change in the submitted offer after negotiations require another event or can it be submitted in the original event?

It depends on the event configuration set up by the Buyer. In open (ongoing) events, it is possible to send a new offer (*Revise Response* option). When the duration of the event expires, the Buyer can decide whether to reopen it or create a new one. The history of submitted offers is visible in the side panel under *Response History*.

Ariba Sourcing

Company Settings ▼Maja Majowa ▼FeedbackHelp ▼Messages

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Console

Doc1371245630 - RFQ743-Request for quote - reagents for labo...

Time remaining
7 days 15:03:14

[Event Messages](#)[Response History](#)[Response Team](#)

▼ Checklist

1. Review Event Details

2. Select Lots/Line Items

3. Submit Response

You have submitted a response for this event. Thank you for participating.

Done

Revise Response

All Content

Name ↑	Price (MARCIN)	Quantity	Total Cost
▶ 1 Terms			
▼ 2 Items			4,500.00 PLN
2.1 Reagent 1 ▼	More... + 100.00 PLN	15 sztuka	1,500.00 PLN
2.2 Reagent 2 ▼	More... + 150.00 PLN	20 sztuka	3,000.00 PLN

Compose Message

? **What are the costs of Enterprise Accounts?**

Enterprise accounts' costs depend on the annual number of processed documents (e.g., orders) and their value. Enterprise account is free up to a certain point. The exact costs should be consulted directly with SAP Ariba. The official cost calculator is available on [this page](#).

? **Do I have to accept every order?**

If you do not accept the order, the system will send a reminder, but will not force you to enter a confirmation.

If a given order is not going to be fulfilled, it can be rejected.

? **If there are no delivery costs listed, can they be added to the order?**

? **What if the packaging size is different from the one provided by the buyer?**

Suppliers cannot make changes/edits/updates to the order directly. The customer can send a changed order. The change order will have the same order number but a new version number. If it is necessary to make changes, please contact the customer directly.

? **Can I service several customers from one Ariba account?**

Yes, one account can support multiple buyer organizations.

? **How to add attachments to the offer?**

Events have fields that allow you to add an attachment. Typically, there is a general field for attachments to the offer and fields for attachments to each item of the inquiry. The buyer can also add additional fields to add specified attachments (eg. certificates, lab results)

? **Is it possible to integrate e-ordering so that orders automatically come to SAP?**

Suppliers with an Enterprise account can set up order integrations with their backend systems. Available methods are cXML and EDI. Please see the documentation [here](#) for details.

