

Ariba Network Standard Account **Alignment**



Video Tutorial

How to add users

<https://uex.ariba.com/auc/node/100348>

Account Administrator

Account Admin is the person who initially sets up your company Standard Account.

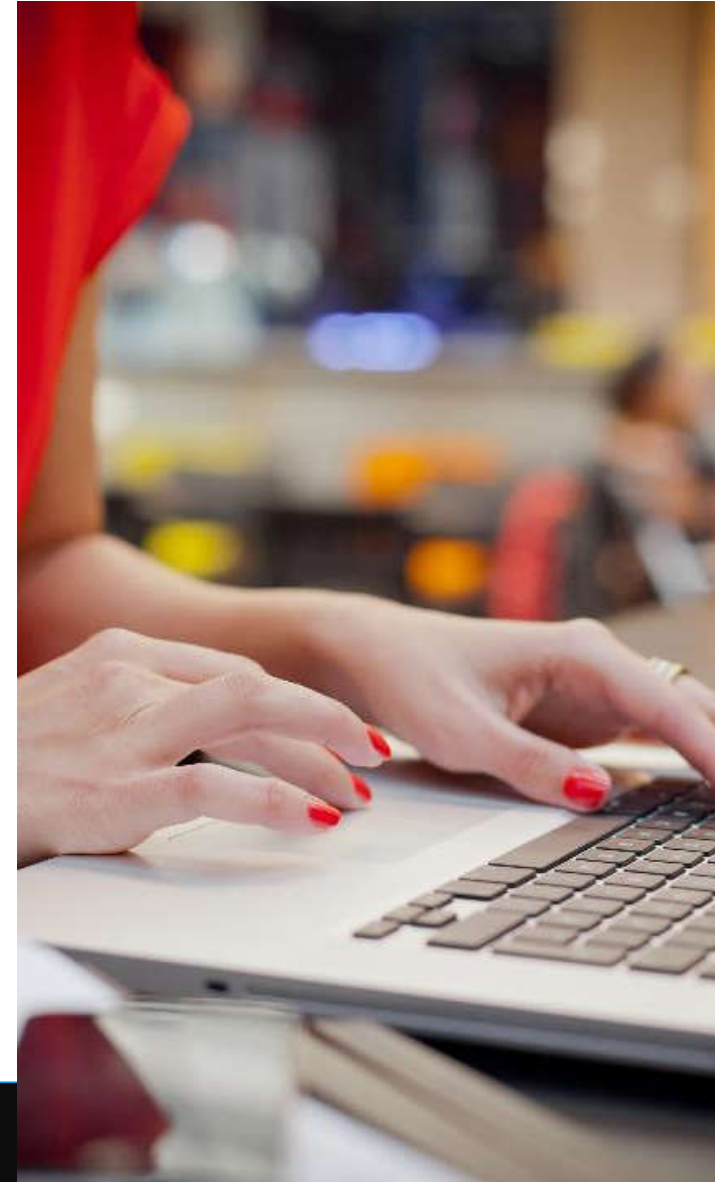
Only your company Ariba Account Admin can add users to the account.

- On the login page, other users have the option to send a message to the account administrator to request a new user account.
- **Remember:** The person who receives the interactive email-order can forward the notification to another person in their company to process the transaction.

Tip→ If anyone other than Admin accepts interactive email orders from new customers (under an existing account), the user will have to be set with the permission to 'manage new relationships'. Otherwise a new account might be created with a new ANID, which may not be desired by the supplier.



It is important to highlight the need for **admin reassignment** in advance of the current Admin leaving their position, so no one ends up locked out of the account! **Note:** Only the current Admin has the permission to make a user the next Admin (Company Settings -> Users -> select a username -> hit Make Administrator -> Save).



Account Settings

Under Company Settings, you have access to a majority of the sections with your Standard Account.

Limitations apply to:

- Electronic Order routing – *Email only*
- Archiving – not available

The screenshot shows a navigation menu for 'Company Settings'. At the top, it says 'Company Settings' with a dropdown arrow, 'k x' with a dropdown arrow, and '<< Help Center'. Below this, the user's company name 'SLB Test Supplier -Test S...' and ANID 'AN01054589538-T' are displayed. The menu items are: 'Company Profile', 'Account Settings', 'Customer Relationships', 'Users', 'Notifications', 'Application Subscriptions', 'View All', 'Network Settings', 'Electronic Order Routing', 'Electronic Invoice Routing', 'Accelerated Payments', 'Remittances', 'Network Notifications', 'Audit Logs', and 'View All'.

The screenshot shows the 'New Orders' settings page. It has a table with columns for 'Document Type', 'Routing Method', and 'Options'. The first row is for 'Catalog Orders without Attachments' and has 'Email' selected in the 'Routing Method' column, which is circled in red. The 'Options' column for this row includes an 'Email address' field and several checkboxes: 'Attach cXML document in the email message', 'Include document in the email message', '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".', and 'Attach PDF document in the email message'. The second row is for 'Catalog Orders with Attachments' and has 'Same as new catalog orders without attachments' selected in the 'Routing Method' column. At the bottom, it says 'Current Routing method for new orders: Email'.

Notification Routing and Setup

Unregistered account

The latest email in the trigger document (in correspondent cXML section) will be used to route the document

Tip → Be sure to turn on the notification setting to get notified when an invoice sent to SLB fails or is rejected, so you know to follow up.

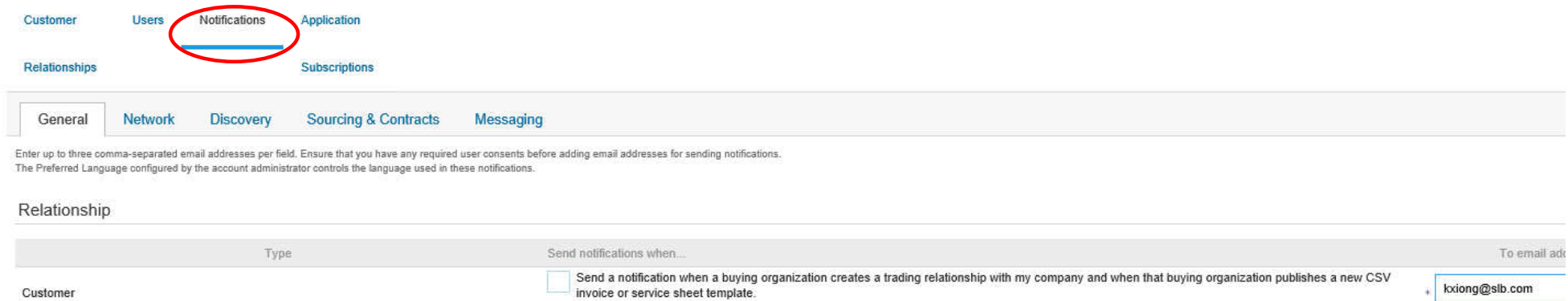
Registered account

Defaulted to account admin email

Selected notification will be activated

- Orders failed
- Service Sheet
- Invoice status updates
- Early Payments
- Remittance Advice

Account Settings



The screenshot shows the 'Account Settings' page with the 'Notifications' tab selected and circled in red. Below the tabs, there is a sub-section for 'Relationship' with a table of settings.

Type	Send notifications when...	To email address
Customer	<input type="checkbox"/> Send a notification when a buying organization creates a trading relationship with my company and when that buying organization publishes a new CSV invoice or service sheet template.	kxiong@slb.com

In Summary

Standard Account is **Free**

Please note that although essentially what you receive is an email from Ariba with attachments, it is not be confused with email order, it is what we mean by an Ariba Purchase Order or IE purchase Order.

Video guide on Standard Account for reference [here](#)

Light account → Standard account

Full account → Enterprise account

Video guide on how to add new user [here](#)