



# Optimising Light Account for Broadspectrum Suppliers

Ariba Interactive Emails



Infinite solutions

# Light Account Suppliers

## Training Guide



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## Optimising Your Light Account

Ariba Light Account allows you to simplify the invoicing process, update your contact details, change where Purchase Orders are emailed, where invoice notifications are sent or create additional users for your company. Your Light Account can also be used to manage purchase orders from other customers without being exposed to the transactional fees associated with a full network account.

This document aims to provide you with information to simplify Purchase Order (PO) processing to ensure orders are delivered where and when they are required, payments are made on time and notifications are sent to the relevant departments within your organisation.

## Updating Your TaxID / Business Registration Number

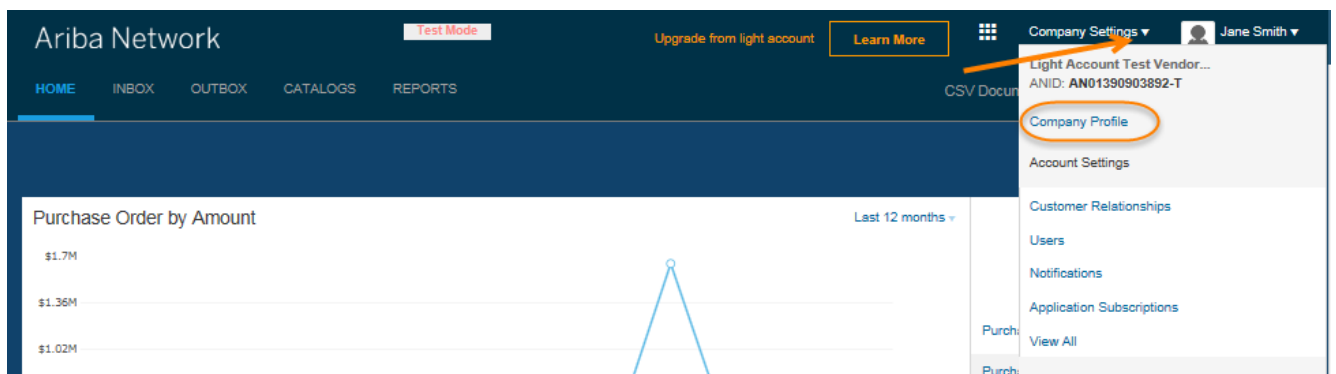
There are only a few fields on your Ariba invoice that require an entry or to be validated, all of the other information on the Purchase Order is 'flipped' over onto your invoice eliminating the need for manual entry.

Your Tax ID or Business Registration number is a Broadspectrum requirement, but this does not mean that you need to enter this on every invoice that you submit. You have the ability to maintain this information within your Light Account profile, which then auto-populates into your invoice every time you create one. This then only leaves you to confirm the tax rate and quantity / price for the line items delivered before submission.

In order to update your Business Registration Number on your Light Account, Ariba requires some additional information for your Ariba Network Profile, which may be used in the event that you upgrade to a Full Account, to allow other customers to locate you based on your products/services and location.

You can update this information after processing your next Purchase Order or by logging into your Ariba Light Account using the following link: <https://service.ariba.com/Supplier.aw>

After entering in your username and password, select the drop down for company settings, then Company Profile...



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From here you can update your Company Name and Address. At the bottom of the screen, Ariba require you to maintain your company profile with regards to the Products/Services that you supply and the region in which you operate.

You can do this by typing in the box provided which will provide you with associated options or use the 'Browse' selection to choose from a list.

The screenshot shows the 'Additional Company Addresses' section with a table header containing columns for Address Name, Address ID, VAT ID, Tax ID, Address, Country, and Legal Profile Status. Below the table is a 'Create' button. A note states: "This column displays your registration status with Ariba's accredited service provider." The 'Product and Service Categories, Ship-to or Service Locations, and Industries' section follows. Under 'Product and Service Categories', there is a text input field (circled in orange), an 'Add' button, and a 'Browse' link (pointed to by an orange arrow). A red note below reads: "You must provide at least one commodity." Under 'Ship-to or Service Locations', there is another text input field (circled in orange), an 'Add' button, and a 'Browse' link (pointed to by an orange arrow). A red note below reads: "Must select a territory." The 'Industries' section has a text input field and an 'Add' button.

From here select the 'Business' tab at the top, then enter your Business Registration Number in the Tax ID field...

The screenshot shows the 'Ariba Network' header with a 'Test Mode' indicator. The 'Company Profile' section has tabs for Basic (4), Business (2), Marketing (3), Contacts, Certifications (1), and Additional Documents. An orange arrow points to the 'Business (2)' tab. Below the tabs is the 'Business Information' section with fields for Year Founded, Number of Employees, Annual Revenue (dropdown), Stock Symbol, and Global Location Number. The 'Tax Information' section has fields for Tax Classification (dropdown), Taxation Type (dropdown), Tax ID (input field with '1234567890' and a red circle around it, with a note 'Do not enter dashes'), and State Tax Id (input field with a note 'Do not enter dashes').

Then Save.

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## How to Change the Email Address for Purchase Orders

With Ariba's Light Account, purchase order notifications can only be emailed to the one email address for your company. If your company operates from more than one location, there are ways to forward PO's to the correct branch which is detailed in the section below.

The primary email address that receives PO's can be changed in Light Account by selecting the drop down option for Company Settings, then selecting 'Electronic Order Routing'

A screenshot of the Ariba Network user interface. The top navigation bar includes 'HOME', 'INBOX', 'OUTBOX', 'CATALOGS', and 'REPORTS'. A 'Purchase Order by Amount' chart is displayed in the main area, showing a significant spike in February 2018. On the right side, a 'Company Settings' dropdown menu is open, with 'Electronic Order Routing' highlighted by a red circle. Other menu items include 'Company Profile', 'Account Settings', 'Customer Relationships', 'Users', 'Notifications', 'Application Subscriptions', 'View All', 'Network Settings', 'Electronic Invoice Routing', 'Accelerated Payments', 'Remittances', and 'Network Notifications'.

To simply update the email address that PO's are sent to, enter the new email address in the following section.

A screenshot of the 'Network Settings' form in the Ariba Network. The 'Electronic Order Routing' tab is selected. The 'Email address' field is highlighted with a red circle and contains the text 'jane.smith@broadpectrum.com'. Below this field are several checkboxes: 'Attach cXML document in the email message' (unchecked), 'Include document in the email message' (checked), and '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".' (unchecked). The 'Current Routing method for new orders' is set to 'Email'.

Then Save.

Note: You can include up to 5 email addresses with this field separated by a comma. However, if Purchase Order notifications are required to be sent to more than 5 recipients, a distribution list can be set up in email client of your business (ie Outlook) and the email address of that distribution list be included in the field above.

For more tailored PO routing options, please see the [Purchase Order Branch Routing for Light Account](#) section below.

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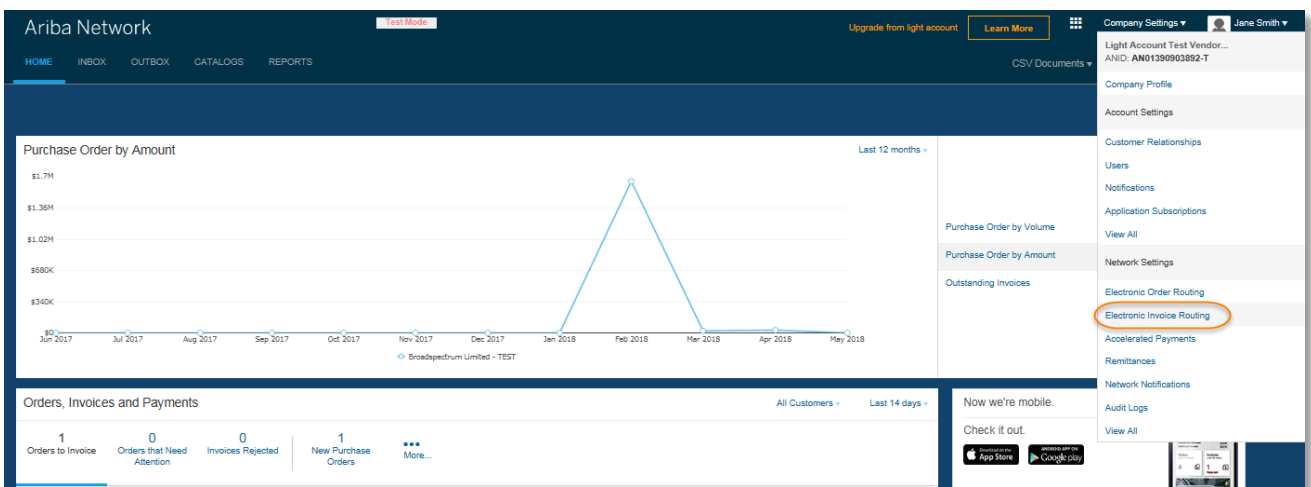
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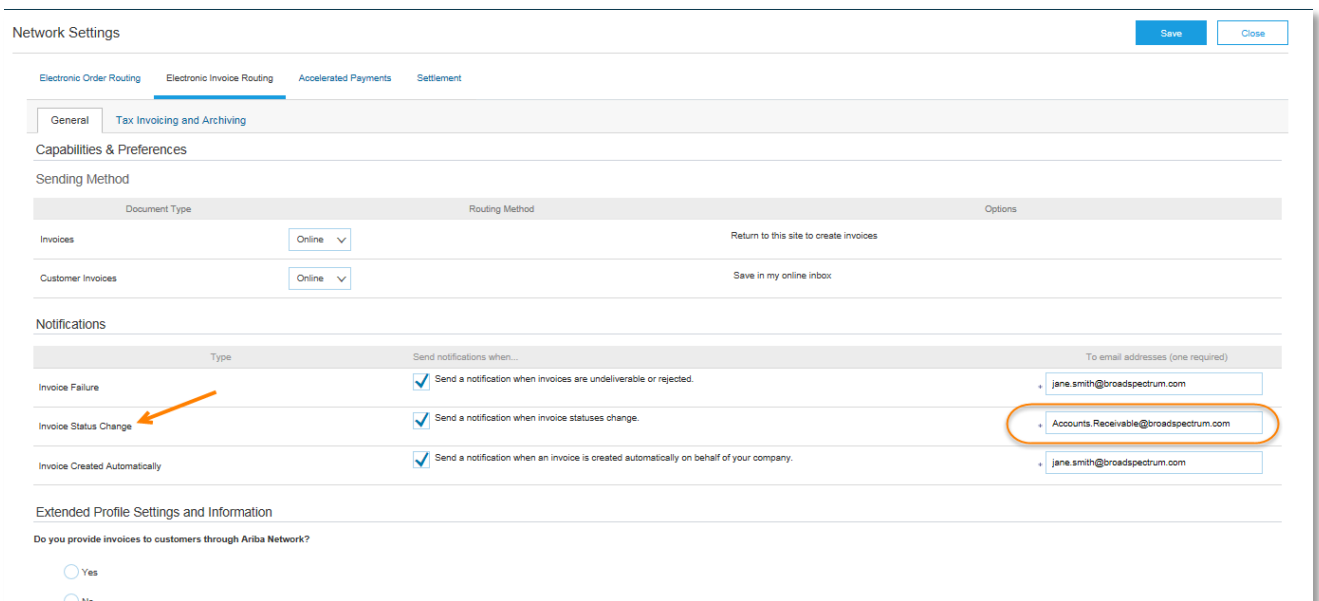
## Invoice Notifications Email Routing

Accounts Receivable personnel will need access to the the Ariba Light Account in order to submit invoices to BroadSpectrum. However, invoice status notifications can be removed from the standard PO email address by updating the Network Settings to deliver to a specific email address associated with Accounts Receivable. This way they can stay up to date with the processing of invoices, eliminating the need to reconcile against bank payments of remittance advices.

To do this, select the drop down option for Company Settings, then select 'Electronic Invoice Routing'.



In the Network Settings screen, update the Invoice Status Change notification with the email address for Accounts Receivable.



Then Save.

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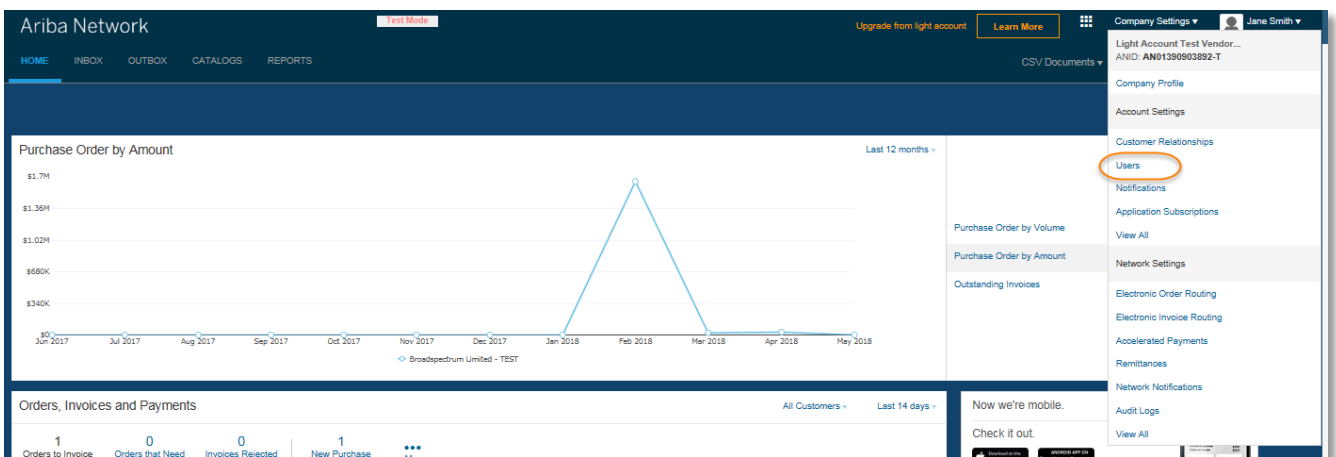


## How to Create Additional Users

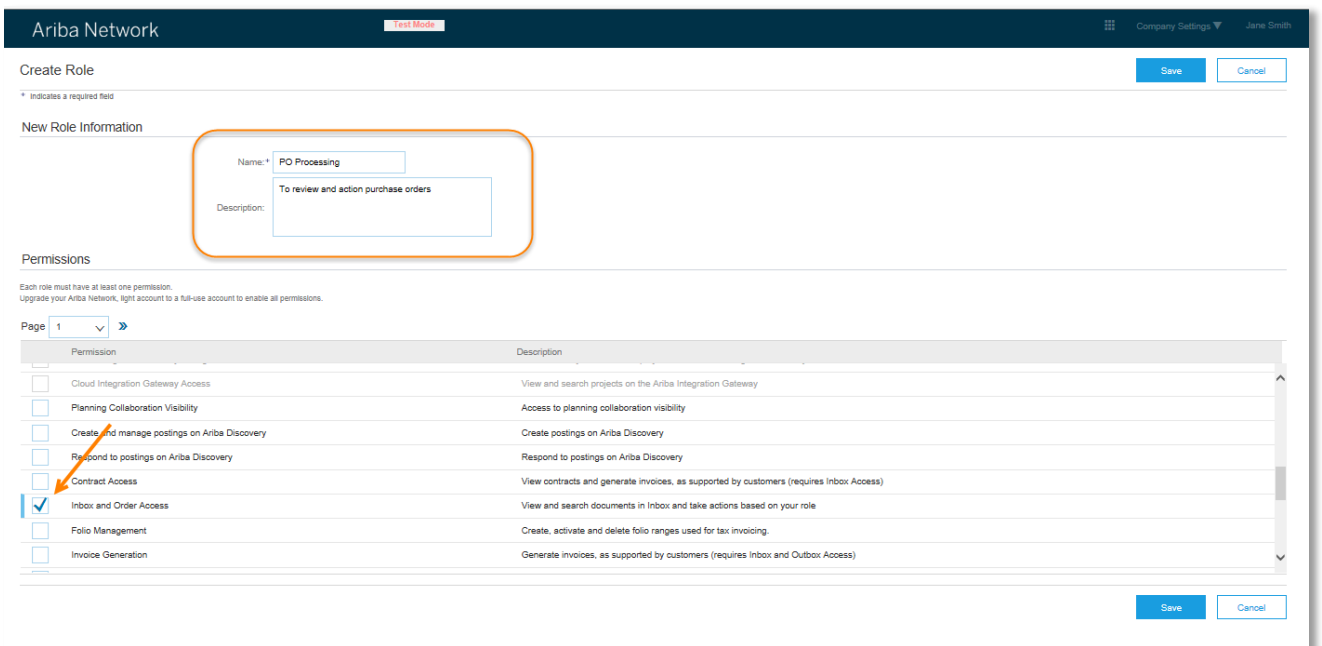
There may be a need to create additional users to provide access to process Purchase Orders and to maintain visibility over the activity on the account.

In order to do this, specific roles must be created to control the new users ability to perform certain actions. For instance, you may not want your sales staff generating invoices or your accounts receivable staff processing purchase orders.

To do this, select the drop down option for Company Settings, then select 'Users'



From here, select 'Create Role' (skip this step if the roles required already exist)



Example of Purchase Order Processing access

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Example of Invoice Processing Access:

Create Role Save Cancel

\* Indicates a required field

New Role Information

Name:

Description:

Permissions

Each role must have at least one permission.  
Upgrade your Ariba Network, light account to a full-use account to enable all permissions.

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Permission	Description
<input type="checkbox"/> Create and Manage postings on Ariba Discovery	Create postings on Ariba Discovery
<input type="checkbox"/> Respond to postings on Ariba Discovery	Respond to postings on Ariba Discovery
<input type="checkbox"/> Contract Access	View contracts and generate invoices, as supported by customers (requires Inbox Access)
<input checked="" type="checkbox"/> <b>Inbox and Order Access</b>	View and search documents in Inbox and take actions based on your role
<input type="checkbox"/> Follo Management	Create, activate and delete follo ranges used for tax invoicing.
<input checked="" type="checkbox"/> <b>Invoice Generation</b>	Generate invoices, as supported by customers (requires Inbox and Outbox Access)
<input type="checkbox"/> Logistics Access	Perform Logistics actions with limited access to transactions information
<input type="checkbox"/> Outbox Access	View and search documents in Outbox and take actions based on your role
<input type="checkbox"/> Services Access	Perform Services actions with limited access to transactions information

Save Cancel

Then Save.

From the Manage Users screen, the new users can be created by clicking on 'Create User', entering the users details and assigning a role, before clicking 'Done' and then 'Save'.

Ariba Network First Name Company Settings Jane Smith

Account Settings Save Close

Customer Relationships **Users** Notifications Application Subscriptions

Manage Users

Manage users for your Ariba account. If you enter an email alias, specify the alias owner's name and phone number.

Username	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Customer Assigned
<input type="checkbox"/> Accounts.Receivable@broadpectrum.com	justin.hopkins@broadpectrum.com	Steve	Smith	No	Accounts Receivable	All
<input type="checkbox"/> Bill.Smith@broadpectrum.com	justin.hopkins@broadpectrum.com	Bill	Smith	No	PO Processing	All

Edit Delete Add to Contact List Remove from Contact List Make Administrator **Create User** Export User Data

Manage Assignments for Users with Limited Access

Enable assignment of orders to users with limited access to Ariba Network. ⓘ

Manage User Roles



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## Purchase Order Branch Routing for Light Account

Purchase Order routing to the one email address, or to a distribution list where all locations have access to the same orders, may not be an effective way of processing orders for your business.

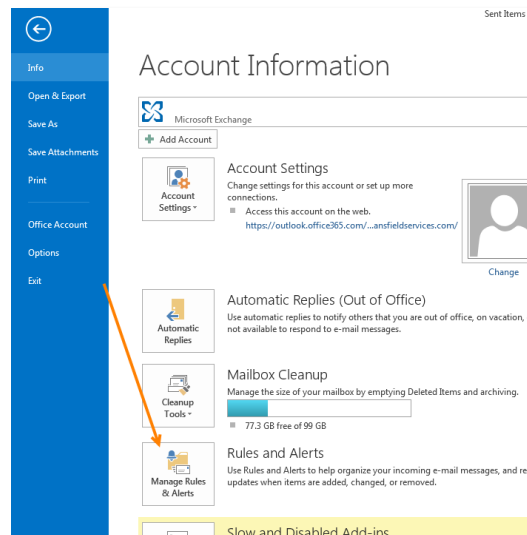
Unfortunately with Ariba Light Account, Purchase Order routing is limited in its functionality. If you need to route PO's to specific branches based on the delivery addresses, this will need to be achieved through Microsoft Outlook email rules or similar.

Broadspectrum PO's contain a unique identifier associated with each of its delivery locations and it's this identifier that the Outlook email rules can be based on.

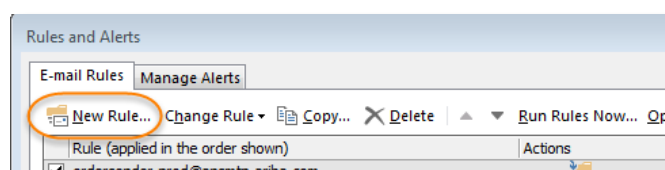
Address number	Name	House No	Street	City	Regi	Count	Postal Co	PO Bi	PO Box Post Co
197754	Broadspectrum Perth	181	Adelaide Terrace	East Perth	WA	AU	6004		
197755	Broadspectrum Port Hedland	1434	Stocker St	Wedgefield	WA	AU	6721		
197756	Broadspectrum Port Kembla		General Office Rd	Port Kembla	NSW	AU	2505		
197757	Broadspectrum Roxby Downs		Lot 5, Charlton Rd	Roxby Downs	SA	AU	5725		

These delivery addresses can be mapped to your branch locations to ensure the orders reached their destination without any manual intervention. To obtain a current list of these delivery addresses, please email [aribavendors@broadspectrum.com](mailto:aribavendors@broadspectrum.com).

To set up an Outlook (2013) email rule, open Outlook and click the File Tab at the top of the screen, then 'Manage Rules & Alerts'....



Select 'New Rule' ...

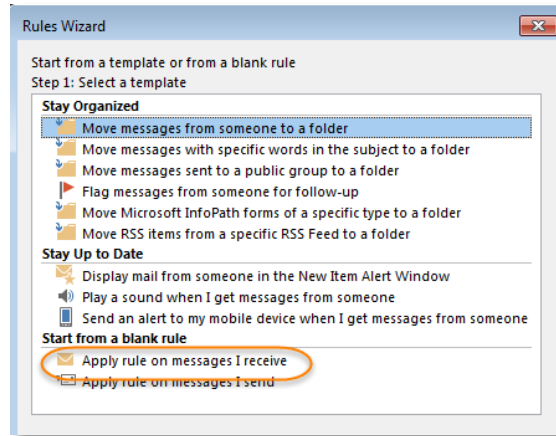


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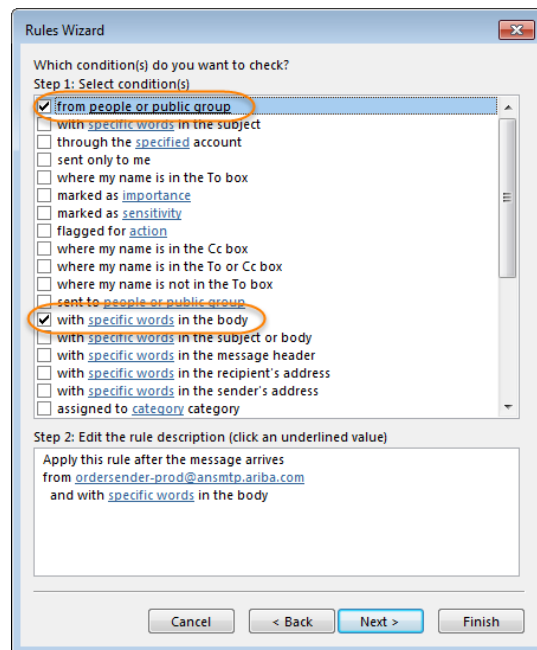
Select 'Apply rule on message I receive', then 'Next'



In Step 1 tick 'from people or public group' and 'with specific words in the body'

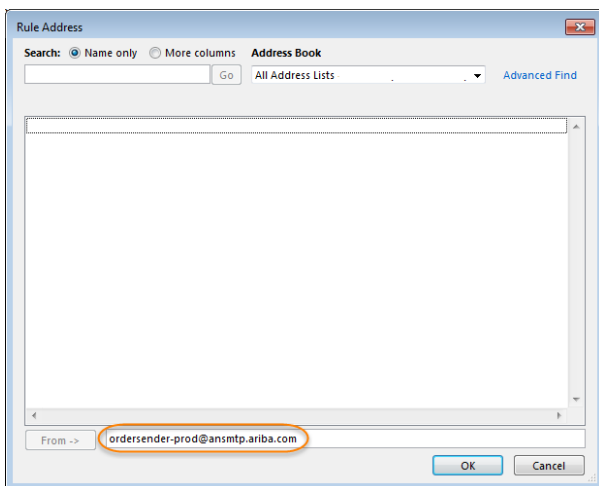
Then in Step 2:

- click on the 'people or public group' link to enter the Broadspectrum email address that orders are received from, then 'OK'
- click on 'specific words' link to enter the Broadspectrum Delivery Address identifier(s) associated with a particular branch (obtained from AribaVendors@broadspectrum.com)

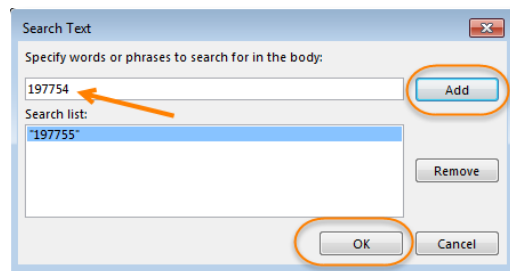


Then Click 'OK' and 'Next'

'People of Public Group' Selection:



'Specific Words' selection:



From delivery address example above

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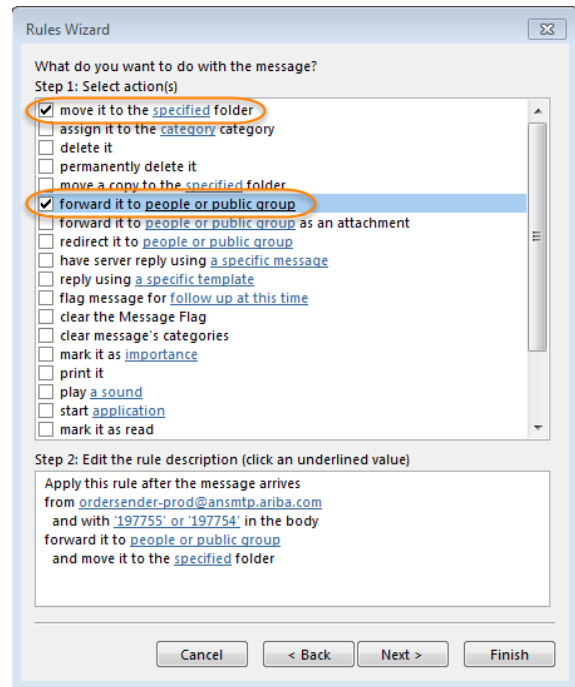


From the next step in the Rules Wizard, check 'move it to the specified folder' (optional) and 'forward it to people or public group'...

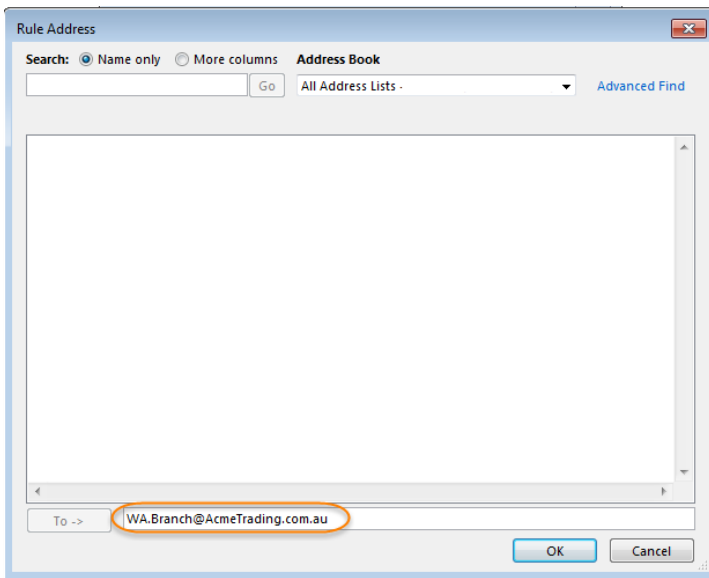
In Step 2:

- click on 'people or public group' to enter the relevant branch email address, then 'OK'
- click on 'specified' to move it to a "Broadspectrum POs by Branch" type folder within Outlook as a back up

Then Click 'OK' and 'Next'



'People of Public Group' Selection:



Click Next to move past the Exception settings of the Rules Wizard, then create a name for this rule ie "Broadspectrum WA Orders".

Click Finish.

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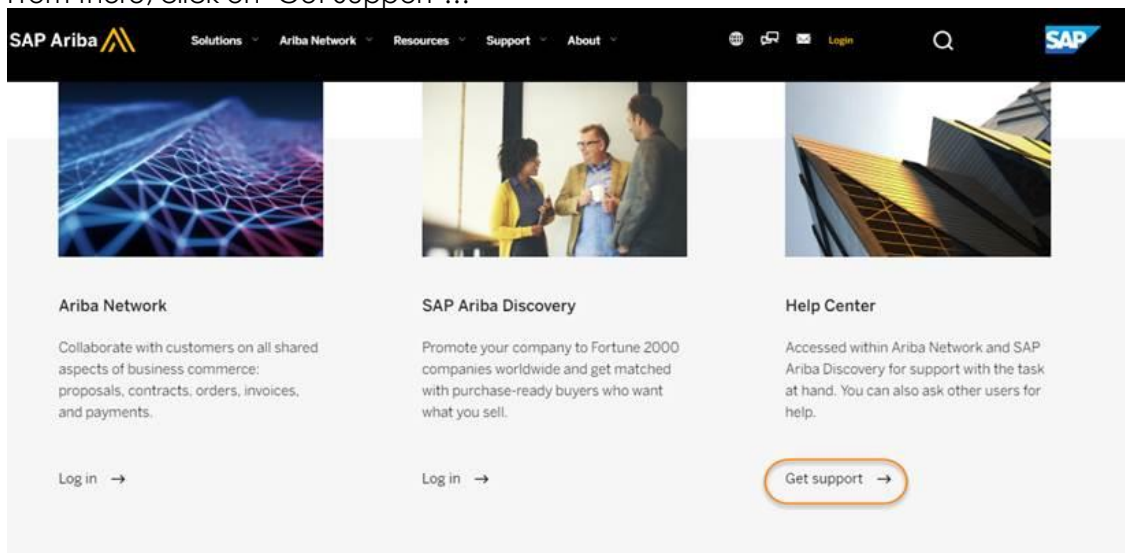
## How to Contact or Re-Assign Your Account Administrator

In larger companies where the Ariba Light Account Administrator is unknown or where an Account Administrator has left the company, there may be a need to update the Company Profile within Ariba to reassign the position or update Purchase Order routing rules.

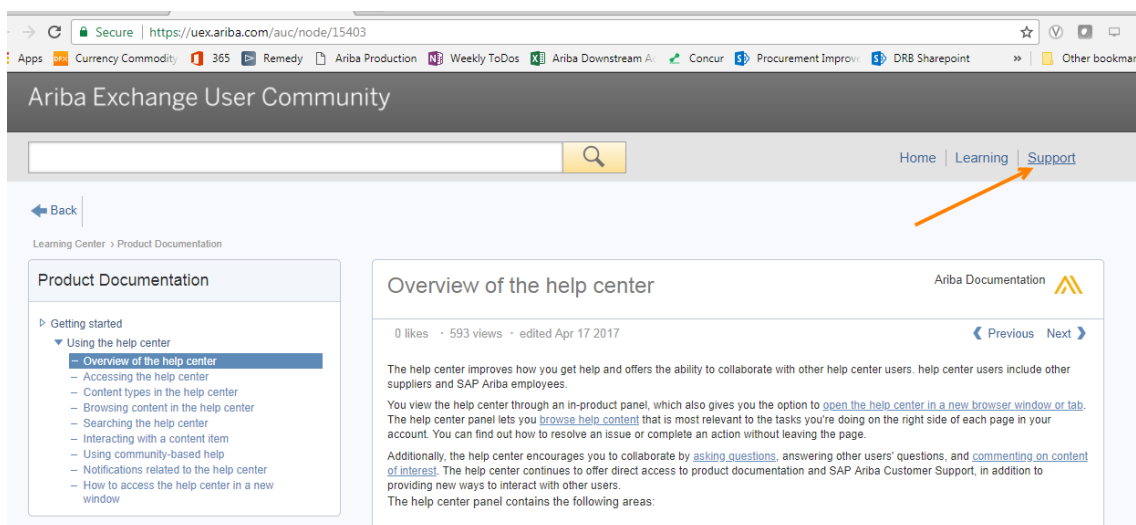
This can be achieved by contacting Ariba Support who will be able to assist. To do this, using your Internet browser, search for "Ariba Supplier Support", or click on the following;

<https://www.ariba.com/support/customer-hub#supplier>

From there, click on 'Get Support'...



Then 'Support' from the top right corner of the screen

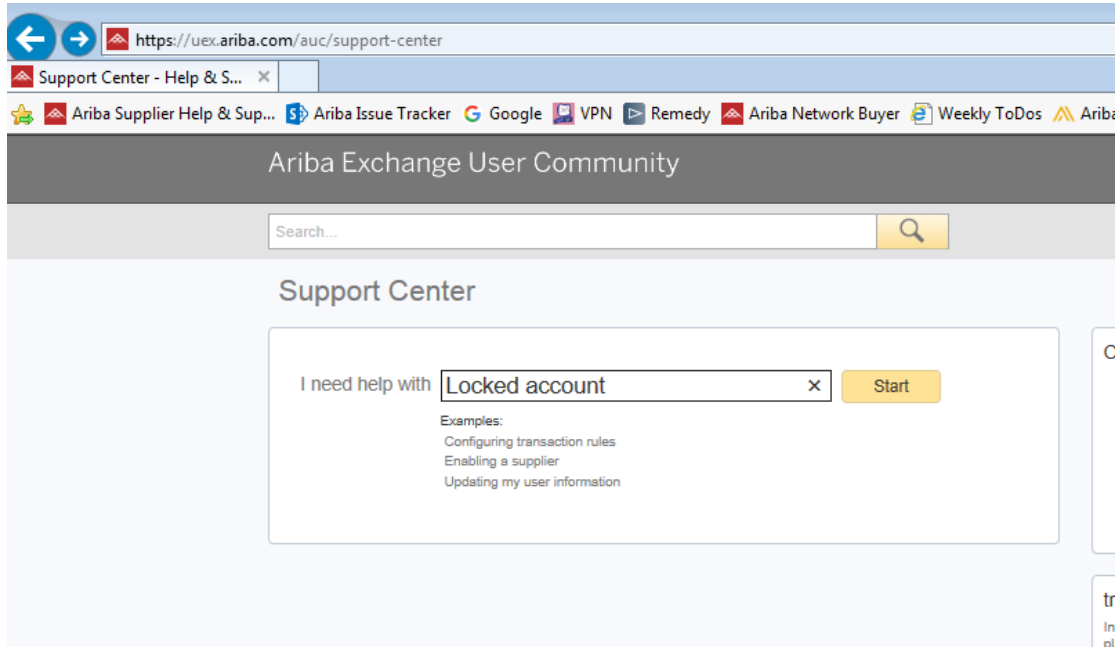


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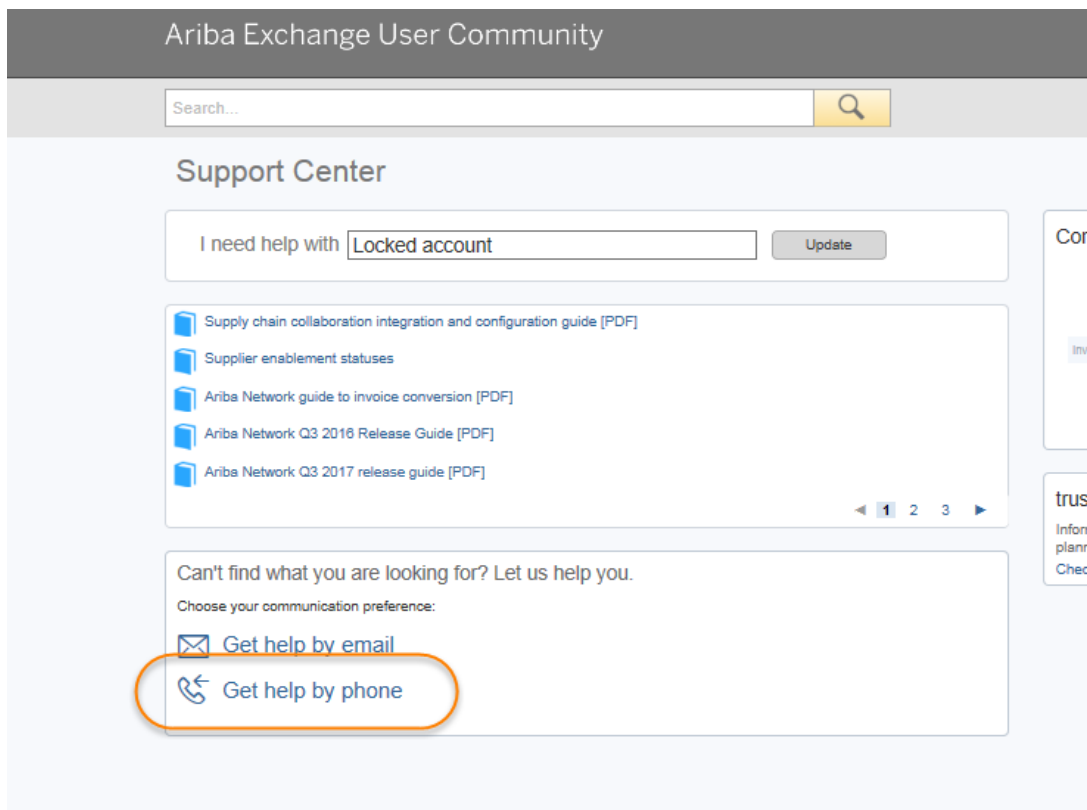
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Type in a descriptive reference of your request for assistance



Follow the prompts, then select the 'Get help by phone' option at the bottom of the page




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From here, you'll be able to enter your details and have a support contact call you back

### SAP Ariba Phone Support

 Provide the following information, and the next available specialist will call you.

**Problem Description**

Short Description: \*

**Contact Information**

First Name: \*

Last Name: \*

Company: \*

Email: \*

Phone: Country: \*

Country Code:  Area Code:  Number: \*  Extension:

Confirm Number: \*

My phone number is correct.

Do not record this phone call.

Ariba Network ID:

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## Further Documentation and Information

### **Additional training references:**

Please refer to our website for more information <http://www.broadspectrum.com/supplier-terms>

### **Ariba Light Enablement Support:**

Or, if you have questions, please see the [Frequently Asked Questions](#) on Ariba or email our Supplier Enablement Team at [aribavendors@broadspectrum.com](mailto:aribavendors@broadspectrum.com).