

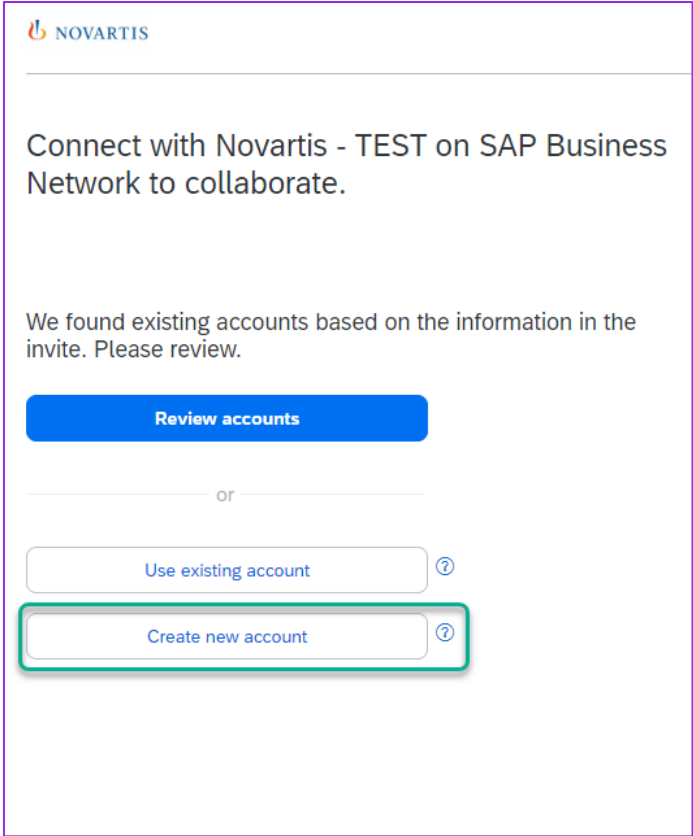
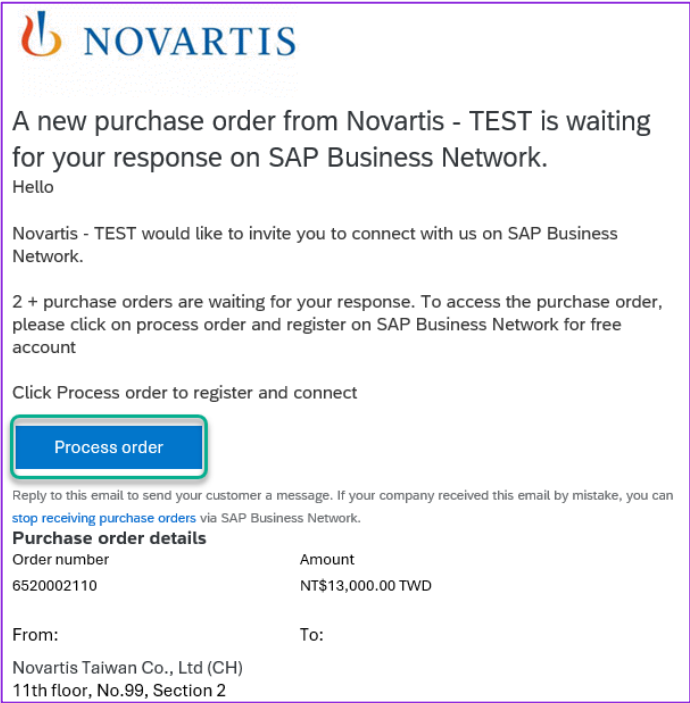
# Ariba Guided Buying

Optional Feature to activate  
supplier account



# How to activate your account

Locate one of emails with a PO from Novartis



You will be prompted to 3 options for your account activation.

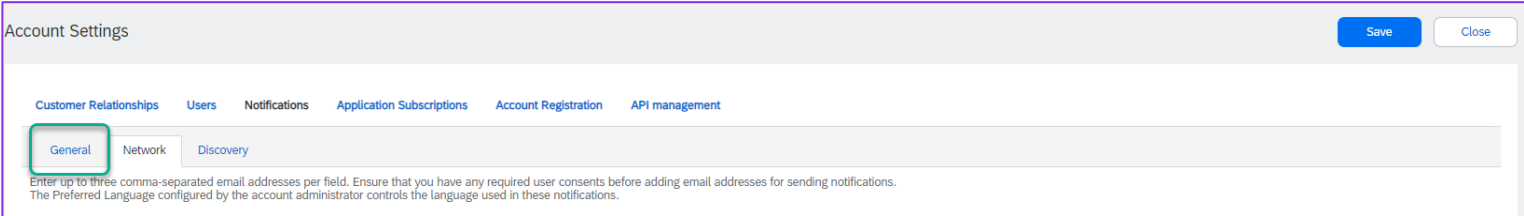
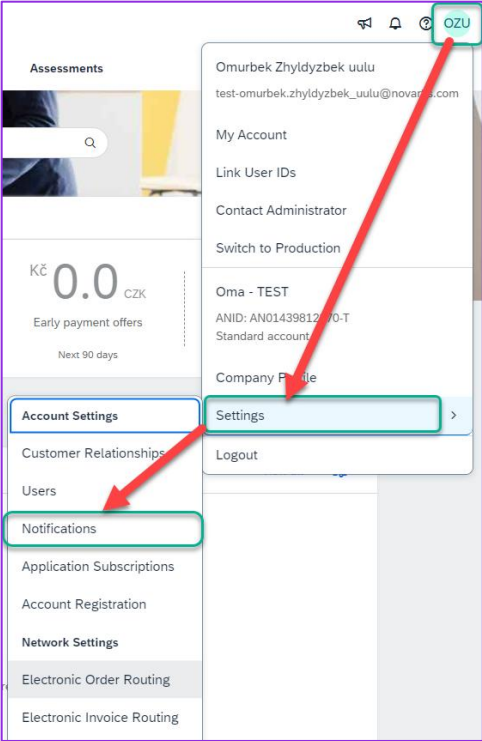
**Review accounts:** potential accounts created by your org in the past.

**Use existing account:** If you already have Ariba account, please follow the link and log in to your account

**Create new account:** Create a new account  
\*Most common option choose

# Notifications

Please set up your General Notifications as per your needs under General Tab



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.

General Network Discovery

Relationship

| Type   | Send notifications when...  | To email addresses (one required)   |
|--|---|-------------------------------------|
| 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.                     | omurbek.zhyldyzbek_uulu@novartis.co |
| Customer Requirements Change                   | <input type="checkbox"/> Send a notification when a customer has shared or updated Master Data or Business Requirements on my Supplier Information Portal.  | omurbek.zhyldyzbek_uulu@novartis.co |
| Trading Relationship Requests                  | <input type="checkbox"/> Send a notification when a customer responds to my trading relationship request.   | omurbek.zhyldyzbek_uulu@novartis.co |
| Supplier Enablement Activity and Task Reminder | <input type="checkbox"/> Send a notification when a supplier enablement activity is assigned or a task is overdue.  | omurbek.zhyldyzbek_uulu@novartis.co |
| <b>Other Notifications</b>                     |   |                                     |
| Network Service                                | <input type="checkbox"/> Send a notification in advance of planned network downtime, unplanned downtime, and new releases.  | omurbek.zhyldyzbek_uulu@novartis.co |
| Certification Expiration Notifications         | <input type="checkbox"/> Send a notification when company certification information has expired. Examples of company certifications include, Small and Disadvantaged Business, Minority-Owned Business, and Veteran-Owned Business. | omurbek.zhyldyzbek_uulu@novartis.co |
| Reminder of Unconfirmed Orders                 | <input checked="" type="checkbox"/> Send reminders of unconfirmed orders. This notification depends upon a customer rule.   | omurbek.zhyldyzbek_uulu@novartis.co |
| Reminder of non-received order items           | <input checked="" type="checkbox"/> Send reminders of non-received items from orders. This notification depends upon a customer rule.   | omurbek.zhyldyzbek_uulu@novartis.co |
| Reminder of non-shipped order items            | <input checked="" type="checkbox"/> Send reminders of non-shipped items from orders. This notification depends upon a customer rule.  | omurbek.zhyldyzbek_uulu@novartis.co |
| Other Notifications                            | <input checked="" type="checkbox"/> Send other important notifications to this email address when they do not belong to a specific notification category.   | omurbek.zhyldyzbek_uulu@novartis.co |
| Password Reset Notifications                   | <input type="checkbox"/> Send password reset notification to this email address when users reset the password.  | omurbek.zhyldyzbek_uulu@novartis.co |
| Domain Registration Notifications              | <input type="checkbox"/> Send a notification when a new user registers with same domain.  | omurbek.zhyldyzbek_uulu@novartis.co |

# PO & Invoice Notifications

To set up PO and Invoice notifications, please go to “Network” tab

Account Settings
Save Close

Customer Relationships   Users   **Notifications**   Application Subscriptions   Account Registration   API management

General   **Network**   Discovery

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.

**Electronic Order Routing**

| Type                       | Send notifications when...   | To email addresses (one required)   |
|----------------------------|--|-------------------------------------|
| Order                      | <input type="checkbox"/> Send a notification when orders are undeliverable.  | omurbek.zhyldyzbek_uulu@novartis.co |
|                            | <input type="checkbox"/> Send a notification when a new collaboration request against an existing order is received. |                                     |
|                            | <input checked="" type="checkbox"/> Send notification for new purchase orders to suppliers.                          |                                     |
|                            | <input checked="" type="checkbox"/> Send notification to suppliers when purchase orders are changed.                 |                                     |
| Purchase Order Inquiry     | <input type="checkbox"/> Send a notification when orders are on hold due to non-payment of fee.                      | omurbek.zhyldyzbek_uulu@novartis.co |
|                            | <input type="checkbox"/> Send a notification when purchase order inquiries are received.                             |                                     |
| Time Sheet                 | <input type="checkbox"/> Send a notification when purchase order inquiries are undeliverable.                        | omurbek.zhyldyzbek_uulu@novartis.co |
| Pending Queue              | <input type="checkbox"/> Send a notification when time sheets are undeliverable.                                     | omurbek.zhyldyzbek_uulu@novartis.co |
| Order Confirmation Failure | <input type="checkbox"/> Send a notification when items delivered through pending queue are not acknowledged.        | omurbek.zhyldyzbek_uulu@novartis.co |
|                            | <input type="checkbox"/> Send a notification when order confirmations are undeliverable.                             | omurbek.zhyldyzbek_uulu@novartis.co |

**Electronic Invoice Routing**

| Type   | Send notifications when...  | To email addresses (one required)   |
|--|---|-------------------------------------|
| Invoice  | <input type="checkbox"/> Send a notification when invoices are received or updated.                         | omurbek.zhyldyzbek_uulu@novartis.co |
| Invoice Failure  | <input type="checkbox"/> Send a notification when invoices are undeliverable or rejected.                   | omurbek.zhyldyzbek_uulu@novartis.co |
| Invoice Status Change                                    | <input type="checkbox"/> Send a notification when invoice statuses change.                                  | omurbek.zhyldyzbek_uulu@novartis.co |
| Invoice Created Automatically from Receipts              | <input type="checkbox"/> Send a notification when an invoice is automatically created from a goods receipt. | omurbek.zhyldyzbek_uulu@novartis.co |
| Invoice Created Automatically from Service Sheets        | <input type="checkbox"/> Send a notification when an invoice is automatically created from a service sheet. | omurbek.zhyldyzbek_uulu@novartis.co |
| Invoice conversion (Supported formats: .pdf, .png, .jpg) | <input type="checkbox"/> Send a notification when the invoice conversion fails.                             | omurbek.zhyldyzbek_uulu@novartis.co |
|  | <input type="checkbox"/> Send a notification when the status of the template changes.                       | omurbek.zhyldyzbek_uulu@novartis.co |
|  | <input type="checkbox"/> Send a notification when an invoice is set for manual submission after conversion. | omurbek.zhyldyzbek_uulu@novartis.co |

- This section will contain sections about Shipping Notices, Time Sheets; if these are not relevant for you, please disregard.
- Please configure PO & Invoice notifications as per your requirements
- Note: You can save up to 5 Email addresses to get Email notifications, separated by a comma and no spaces.

# Locating POs and Invoices

The screenshot shows the Workbench dashboard. At the top, the 'Workbench' tab is highlighted with a red box and a red '1'. Below the navigation bar, a 'Customize' button with a red '20' notification is highlighted with a red box and a red arrow pointing to it, labeled with a red '4'. The dashboard features a summary bar with seven metrics: 133 New orders, 151 Orders, 0 Rejected invoices, € 0.0 EUR Remittances, 151 Orders to invoice, 9 Invoices, and 0 Pinned documents. Below this, the 'New orders (133)' section has a filter bar with 'Order numbers' highlighted by a red box and a red '2'. A 'Show more' button is highlighted with a red box and a red '3'. At the bottom, a table header is visible with columns for Order Number, Customer, Amount, Date, Order Status, Amount Invoiced, and Actions.

The screenshot shows a 'Select a tile' dialog box. A red arrow points to a '+' button in the top left corner, labeled with a red '5'. The dialog box contains two sections: 'Order' and 'Invoice'. Under 'Order', there are tiles for 'New orders', 'Orders', 'Orders to invoice', 'Changed orders', 'Items to confirm', 'Items to ship', 'Orders with service line', 'Items to service', and 'Orders to Summary invoice'. Under 'Invoice', there are tiles for 'Invoices', 'Rejected invoices', 'Overdue invoices - Not ap...', 'Overdue invoices - Approv...', 'Invoices pending approval', and 'Approved invoices pendin...'. A red '6' is placed above the dialog box.

1. Go to Workbench Tab
2. Search by PO#
3. Apply more filter if needed
4. In case you would like to add more tiles, click on “Customize” button

5. Click on “+”
6. Select additional Tile you would like to add