



ARIBA®

An SAP Company

Ariba Network Walk Up Registration

American Electric Power



BUY



SELL



MANAGE CASH

Your Self Registration Access to the Ariba Network starts at:
<http://supplier-2.ariba.com>



Click “Register as a New Supplier”

The screenshot shows the Ariba Network website interface. At the top, there is a navigation bar with links: GO TO MY: LEADS, PROPOSALS, CONTRACTS, ORDERS & INVOICES. Below this is the Ariba Network logo. The main content area is divided into two sections. On the left is the 'Ariba Login' section, which includes a logo, input fields for 'Enter Username' and 'Enter Password', a 'Login' button, and links for 'Forgot Username' and 'Forgot Password'. On the right is the 'Join Ariba Network!' section, which contains a paragraph of text and a link 'Register as a New Supplier >>' that is circled in red. Below the login section is an 'Introduction to Ariba Network' section with a sub-header 'Connecting buyers and suppliers for successful business collaboration' and an image of two people in a meeting. To the right of this is a 'What's New' section with a sub-header 'Get Real Face Time with Decision Makers' and an image of the Las Vegas sign. Below these sections is a horizontal banner titled 'Manage your Business for Success through Ariba Network' with four sub-sections: 'Grow Your Business', 'Supplier Membership Program', 'Supplier Services', and 'Resources', each with a corresponding image.

2

Enter your basic company information. Required fields will have an asterisk (*)

Enter Your Ariba Commerce Cloud Information

1 Enter basic company information

* Indicates a required field

Company Name * Apollo Custodial Services

Country * United States [USA] If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

Address * 603 Commercial Street
Line 2
Line 3

City * Provincetown

State * Massachusetts

Zip * 02657

Commodities * [Add Commodities](#) ⓘ

Sales Territories * [Add Sales Territories](#) ⓘ

Tax ID Optional Enter your nine-digit Company Tax ID number.

DUNS Number Optional Enter the nine-digit number issued by Dun & Bradstreet. ⓘ

3

Scroll down and enter your user account information. Be sure to click the box to accept the “Terms of Use” then click continue.

2 Enter user account information

* Indicates a required field

Name * Apollo Newcamp [Ariba Privacy Statement](#)

Email * dgarda@comcast.net

Use my email as my username

Username * dgarda@comcast.net Must be in email format(e.g john@newco.com) ⓘ

Password * Must contain a minimum 8 characters including letters and numbers. ⓘ

Secret Question * In what city was your mother born? ⓘ In case you forget your password, you can retrieve your password by using your security question. ⓘ

Language English The language used when Ariba sends you configurable notifications. This is different than your web browser's language setting, which controls the user interface and actions you initiate there. If you are the account administrator, then the preferred language setting also controls the section headings and field labels on purchase orders routed through Email or Fax.

By clicking the Continue button you expressly agree and understand that your data entered into this system may be transferred outside the European Union or other jurisdiction where you are located, as further described in the [Ariba Privacy Statement](#). You have the right to access and modify your personal data from within the application or by contacting Ariba, Inc., as set forth in such policy.

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, [click here](#) to learn more.


I have read and agree to the [Terms of Use](#) and the [Ariba Privacy Statement](#)

4

Review the confirmation screen and then check your email inbox for the activation email.

ARIBA | NETWORK

Action Required: Check your email inbox for a message from Ariba

 Click the link in the activation email sent to dgarda@comcast.net.


If you do not receive an activation email:

- Check your junk mail folder or email filter settings to verify that automated emails from Ariba are not blocked from your inbox.
- Click Resend to have another activation email sent to you.
- If you have more than one email address, you can enter another email address and click Send. Your email address in your profile will be updated accordingly.

5

Click the activation link in the email to activate your new Ariba Network account.

Action Required: Activate your account
Sent By: Ariba Commerce Cloud **On:** Jan 01/30/14 3:44 PM
To: dgarda@comcast.net
Reply to: AribaNotes@ariba.com

 **A R I B A**

Dear Apollo Newcamp,

Thank you for registering your Ariba account. To complete the registration process we just need to verify your email address. Please click on the following link to confirm your address. This link will take you directly to your account where you can start using Ariba Network.

Click here to activate your Ariba account.

If you are unable to launch a browser using this link, copy the link and paste it into the address bar of any of the supported Web browsers to form a single-line URL.

<https://service.ariba.com/Authenticator.aw/ad/confirmEmail?key=gBkCsx9e52eab9a61102438a&anp=Ariba&app=Supplier>

After your registration process is complete, use the following URL to log in to your account:
<http://supplier.ariba.com>

Sincerely,
The Ariba Team
<https://discovery.ariba.com>

6

Complete the configuration of your account by clicking “Go to my Company Profile” **Or** save this task for later and go directly to your new account.

ARIBA NETWORK

Apollo Custodial Se...
AN01013941634, Basic Package

Welcome to Ariba

Thank you for confirming your registration on Ariba. As a seller on the Ariba Commerce Cloud, you have all of the tools you need to configure your account to attract buying organizations to your products or services and to transact with them in the way that best suits your organization. When you configure your company profile, it is important that you provide extensive information about your company from your address to your business policies, to better help buying organizations find your company.

Your email address **dgarda@comcast.net** has been verified.
Your Ariba username **dgarda@comcast.net** has been activated.

Complete Your Company Profile Now

Completeness:

35%

- Add company contacts to ensure your trading partners can contact you.
- Add marketing and financial details to help new trading partners find you.
- View additional company profile recommendations in the completeness meter.

Why is your company profile important?

Completing your company profile enables buying organizations to locate your company when searching for suppliers by commodity, industry, sales territory, or other criteria.

Buyers use your company profile to evaluate your capabilities.

Ariba uses information in your company profile to automatically match your capabilities with new opportunities.

[Complete my Company Profile later](#) [Go to my Company Profile](#)

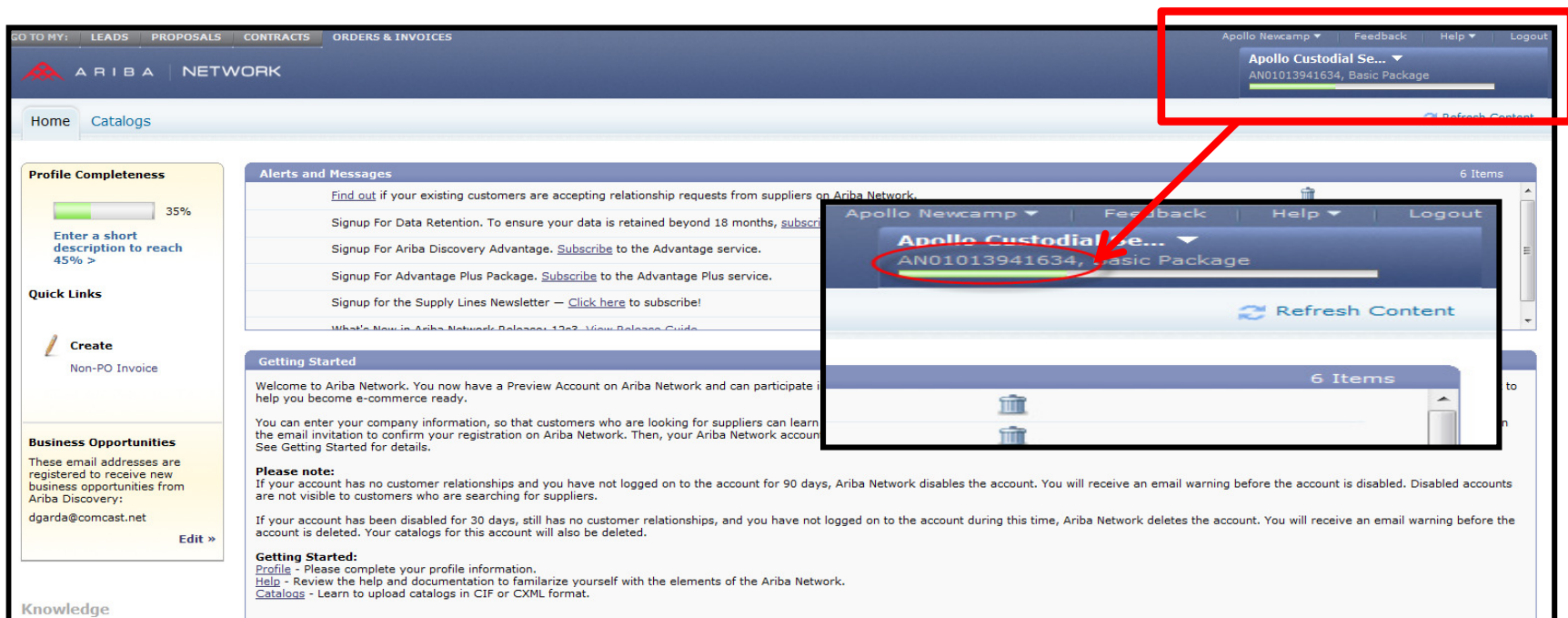
Access your new account by clicking “ Complete my Company Profile later”.



Please send an email to: aribasupport@aep.com
Include the following information in the email:

Please enroll my company in the Accelerated Payment Program; my assigned Ariba Network ID (ANID) is (xxxx).

Include your company name and your contact information. Your newly assigned ANID can be seen in the upper right corner of the screen.





Once AEP receives your information we will email you the Trading Relationship Request that will serve to establish your company's relation with AEP.

Log into your Ariba account and complete the Trading Relationship Request.

After you have accepted the Trading Relationship Request, AEP will send you the Standing Early Payment Term offers to accept.



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Completing Tasks for Standing Early Payment Terms



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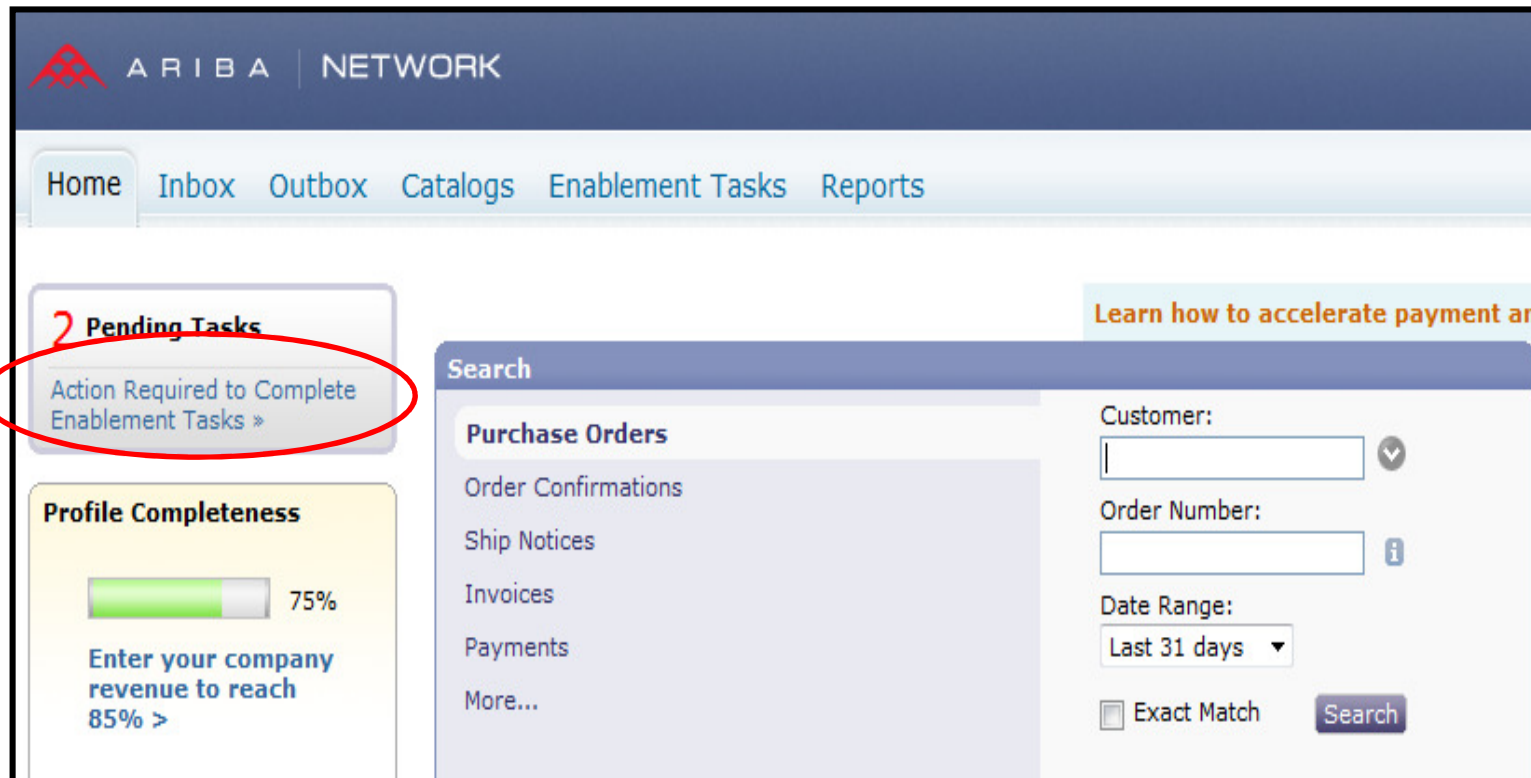
MANAGE CASH

1

Login to your Ariba Network account via:

<http://supplier-2.ariba.com>

Under the “Home” tab, click on “Action Required to Complete Enablement Tasks”.



2

Scroll down to “**Early Payment Terms**” on the bottom-left of the screen.

The screenshot shows the Ariba interface. On the left is a navigation menu with the following sections:

- Invoices**
 - Failed (0)
 - Rejected (0)
- Manage**
 - Time & Expense Sheets
- Create**
 - PO Invoice
 - Non-PO Invoice
 - Contract Invoice
- Early Payment Terms**
 - All Offers ← (indicated by a red arrow)
 - Proposed Offers
 - Accepted Offers
 - Receivable Sales

The main content area on the right displays a table titled "Early Payments" with the subtitle "Customers: 1 of 1". The table has the following data:

Customer	Buyer-Initiated	Eligib
Ariba, Inc. GSO...	\$0.00USD	

You will be directed to the Accelerated Payments Section under Network Settings.

3

Click **both** notification boxes and enter your email address to receive discount offer notifications.

Click **“Save”**

Network Settings Save

Electronic Order Routing | Electronic Invoice Routing | Accelerated Payments | Settlement

* Indicates a required field

Standing Early Payment Terms

Show : All Offers Proposed Offers Accepted Offers

Customer Proposed Payment Terms							
Last Modified	Discount Rate(%)	Discount Term(Days)	Net Term(Days)	Pro-Rated	Pre-Accepted	Active	Status
No items							

Notifications

Type	Send notifications when...	To email addresses (one required)
Early Payment Offers	<input checked="" type="checkbox"/> Send a notification when an early payment offer is received.	* elukens@ariba.com
Standing Early Payment Terms Offers	<input checked="" type="checkbox"/> Send a notification when my customer proposes a new standing early payment term.	* elukens@ariba.com

4

You are now setup to receive notifications when a discount offer is sent from AEP.

You have the ability to review all the offers provided and select the appropriate one.

The screenshot displays the 'Network Settings' interface with the 'Accelerated Payments' tab selected. It includes a table of 'Customer Proposed Payment Terms' for 'American Electric Power Service' and a 'Notifications' section for configuring alerts.

Customer Proposed Payment Terms

Last Modified	Discount Rate(%)	Discount Term(Days)	Net Term(Days)	Pro-Rated	Pre-Accepted	Active	Status	Actions
▼ Customer: American Electric Power Service (4)								
16 May 2012	2.00	10	30	Yes	No	Yes	Accepted	Review/Reject
30 May 2012	1.50	15	30	Yes	No	Yes	Disabled	Review
30 May 2012	0.50	25	30	Yes	No	Yes	Disabled	Review
1 Jul 2013	1.00	20	30	Yes	No	Yes	Disabled	Review

Notifications

Type	Send notifications when...	To email addresses (one required)
Early Payment Offers	<input checked="" type="checkbox"/> Send a notification when an early payment offer is received.	* elukens@ariba.com
Standing Early Payment Terms Offers	<input checked="" type="checkbox"/> Send a notification when my customer proposes a new standing early payment term.	* elukens@ariba.com

5

Click the box to agree to the terms.

Payment Terms

You can elect to accept the payment terms proposed by American Electric ...


The customer has requested a sliding scale discount between net and discount term.
For pro-rated discounts, the specific discount percentage is determined by the number of days for which the invoice is paid early.

Discount Term(Days): 10 Discount Rate(%): 2.00
Net Term(Days): 30 Pro-rated: Yes
Processing Time(Days): 2 ⓘ

Below is a listing of the discount percentage that will be taken from the face value of the invoice by day.

Payment Day	Days Paid Early	Net Term (days)	% Discount
10	20	30	2.00
11	19	30	1.90
12	18	30	1.80
13	17	30	1.70
14	16	30	1.60
15	15	30	1.50
16	14	30	1.40
17	13	30	1.30
18	12	30	1.20
19	11	30	1.10

I agree to accept the proposed early payment terms on ALL invoices sent to the customer. I also warrant that I am authorized by my company to accept said discount terms.



Be sure to SAVE

6

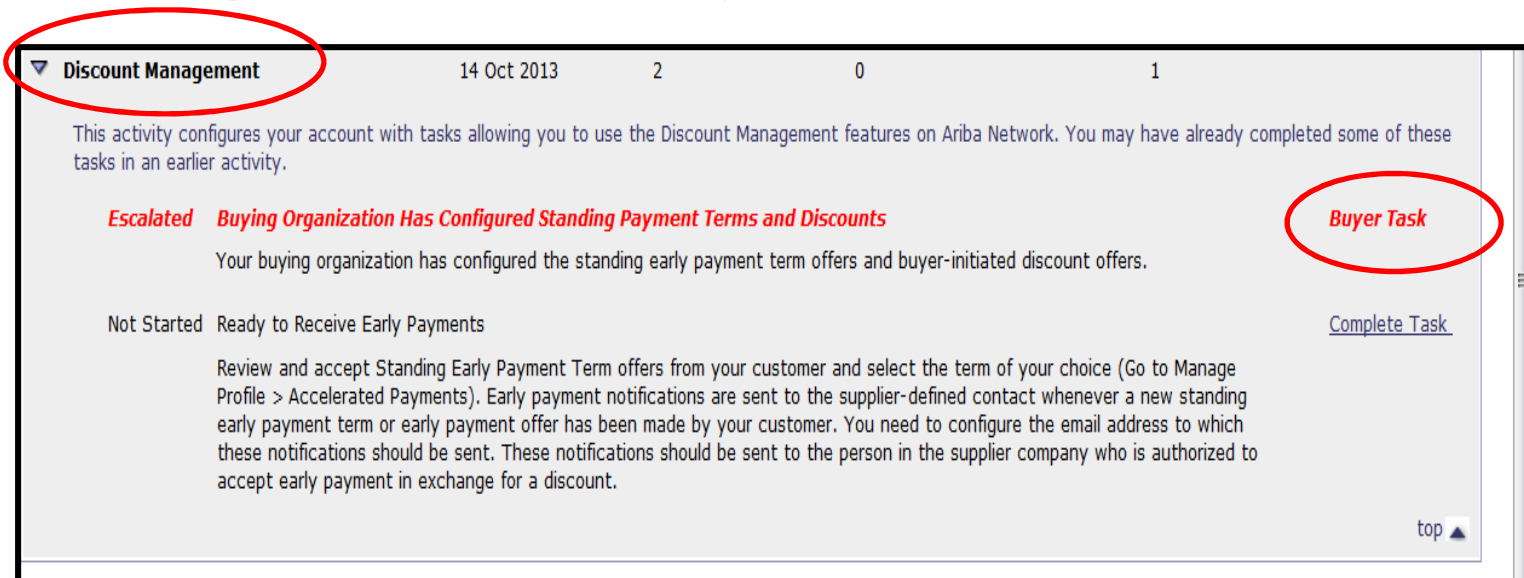
Complete the “Pending Tasks” for Discount Management.

Click on “**Home**” Tab.



Click the [v] next to “**Discount Management**” to open the task.

Click “**Complete Task**” on the right.





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Completing the Account Configuration



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1 Account Configuration on the Ariba Network

- Go to <http://supplier-2.ariba.com>

Enter your **Username & Password** and click **Log In** to access your Production account.

or if already logged into you're an account simply

- Click **Administration Navigator** tab
- Profile Configuration window opens
- Click on the area you want to update

GO TO MY: LEADS PROPOSALS CONTRACTS ORDERS & INVOICES

ARIBA NETWORK

Ariba Login

Admin Username:

Admin Password:

Username:

[Forgot Username](#)

[Forgot Password](#)

Join Ariba Network-Early Access!

Register your company on Ariba Network-Early Access, the leading supplier network with over \$100 billion USD in annual business across industries, products, and services.

[Register as a New Supplier - EA >>](#)

GO TO MY: LEADS PROPOSALS CONTRACTS ORDERS & INVOICES

EA Test Supplier1 Feedback Help Logout

ARIBA NETWORK

Home Inbox Outbox Catalogs Enablement Tasks Reports

Pending Tasks

Action Required to Complete Enablement Tasks >

Profile Completeness

35%

Enter a short description to reach 45% >

Quick Links

Search

Purchase Orders

Order Confirmations

Ship Notices

Invoices

Payments

More...

Customer:

Order Number:

Date Range: Last 14 days

Exact Match

Test Supplier 1

EA99009097559, Basic Package

Enter a short description to reach

Company Profile

Account Settings

Customer Relationships

Users

Notifications

Account Hierarchy

Network Settings

Electronic Order Routing

Electronic Invoice Routing

Accelerated Payments

Remittances

Network Notifications

2

Network Notifications

To indicate which system notifications you would like to receive along with which email address you would like to send them to

Click on **Network Notifications** at **Administrator Navigator**.

Note: You can enter up to **3 E-Mail** addresses per notification type. You must separate each address with a comma with **NO** spaces between emails

Account Settings

Customer Relationships | Users | **Notifications** | Account Hierarchy

General | Network | Discovery

Enter up to three comma-separated email addresses per field.
The Preferred Language configured by the account administrator controls the language used in these r

Electronic Order Routing

Type	Send notifications when...	To email
Order	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable.	* dgarda@ariba.com
	<input type="checkbox"/> Send a notification when change order requests are updated.	
Time Sheet	<input type="checkbox"/> Send a notification when time sheets are undeliverable.	* dgarda@ariba.com

Catalog

Type	Send notifications when...	To email addresses (one required)
Catalog Service	<input checked="" type="checkbox"/> Send a notification when a customer subscribes to my catalog or when my procurement customer sends status updates on catalogs, including catalog errors. <i>Note: Only Ariba Procurement solution users can send status updates to suppliers.</i>	* dgarda@ariba.com

Electronic Invoice Routing

Type	Send notifications when...	To email addresses (one required)
Invoice Failure	<input checked="" type="checkbox"/> Send a notification when invoices are undeliverable or rejected.	* dgarda@ariba.com
Invoice Status Change	<input type="checkbox"/> Send a notification when invoice statuses change.	* dgarda@ariba.com

Accelerated Payments

Test Supplier 1 ▾

EA99009097559, Basic Package

Company Profile

Account Settings

- Customer Relationships
- Users
- Notifications
- Account Hierarchy
- Network Settings**

- Electronic Order Routing
- Electronic Invoice Routing
- Accelerated Payments
- Remittances
- Network Notifications**

2 Accelerated Payments

Click on **Accelerated payments** at **Administration Navigator**

Use the links in the Actions column to view, accept, or reject early payment terms.

You also configure the notifications Ariba Network sends you when customers propose early payment offers and standing early payment terms offers.

Test Supplier 1 ▼
EA99009097559, Basic Package
Enter a short description to search
Company Profile
Account Settings
Customer Relationships
Users
Notifications
Account Hierarchy
Network Settings
Electronic Order Routing
Electronic Invoice Routing
Accelerated Payments
Remittances
Network Notifications

Network Settings

Save Close

Electronic Order Routing | Electronic Invoice Routing | **Accelerated Payments** | Settlement

* Indicates a required field

Standing Early Payment Terms

Show : All Offers Proposed Offers Accepted Offers

Customer Proposed Payment Terms

Last Modified	Discount Rate(%)	Discount Term(Days)	Net Term(Days)	Pro-Rated	Pre-Accepted	Active	Status	Actions
No items								

Notifications

Type	Send notifications when...	To email addresses (one required)
Early Payment Offers	<input type="checkbox"/> Send a notification when an early payment offer is received.	* dgarda@ariba.com
Standing Early Payment Terms Offers	<input type="checkbox"/> Send a notification when my customer proposes a new standing early payment term.	* dgarda@ariba.com

Your Production Account setup is now complete!

Training and Resources

American Electric Power Supplier Information Portal

Welcome to the American Electric Power Supplier Information Portal

Introduction and Overview

Welcome to the American Electric Power Supplier Information Portal. This portal provides information for all suppliers that are conducting business with American Electric Power via the Ariba Network. American Electric Power will use the Ariba Network to exchange business documents including purchase orders, invoices, purchase order confirmations and advance-shipment notices. The switch to the Ariba Network begins July 23, 2012. Additional information regarding this project and the reasons American Electric Power has decided to start this effort is included in the *Project Notification* communication sent to you from American Electric Power in mid-April. If you did not receive this notification you may request a copy here: aribasupport@aep.com.

As part of American Electric Power's ongoing policy to continuously improve efficiency and service to customers and suppliers alike we are currently implementing the next stage of our overall electronic strategy to move away from paper based financial transaction processing. The changes we are implementing will effect how we send purchase orders and receiving order confirmations and invoices to our accounts payable group.

With no hardware or software to install subscribing to the network is simple and you can be sending invoices electronically in as little as 24 hours from sign-up.

Next Steps

1. Register on the Ariba Network by following the instructions provided to you in the **Trading Relationship Request Letter**. This is an invite to the Ariba Network from Ariba on behalf of AEP that would have come in the form of an e-mail or by fax.
2. If you need a copy of the letter or don't remember your username or password [click here](#) to send an e-mail request for the information to be resent.
3. Review the Ariba Network Registration and Account Management Guide to learn how to configure important settings on your account.
4. Review the Ariba Network Invoicing Guide for instructions on how to create and send invoices electronically.
5. Please notify your representative Accounts Receivables, Sales Ordering, and IT departments of the requirements for document exchange via the Ariba Network.

Sign-up for AEP's Accelerated Payment Program and expedite your payments! It is simple and gives you flexibility to manage your payment terms and cash flow!

1. Send your ANID (Ariba Network ID - begins with AN0100) to aribasupport@aep.com.
2. AEP will send you a relationship request to your Ariba account. This will connect AEP's Ariba account with yours.
3. Once you accept the relationship request, AEP will send you Standing Accelerated Payment Term offers to accept. There are three separate Standing Term Offers to choose from (Option 1)
4. If you do not accept Standing Accelerated Payment Terms, you will receive Dynamic Accelerated Payment Terms for each invoice. (Option 2)

Training and Resources

Useful Links

Ariba Supplier Membership page - <http://www.ariba.com/suppliermembership>

Ariba Network Hot Issues and FAQs - <https://connect.ariba.com/anfaq.htm>

Ariba Cloud Statistics – <http://trust.ariba.com>

- Detailed information and latest notifications about product issues and planned downtime—if any—during a given day.

Ariba Discovery - <http://www.ariba.com/solutions/discovery-for-suppliers.cfm>

- Information regarding Ariba Discovery for Sellers

Ariba Network Notifications - <http://netstat.ariba.com>

- Information about downtime, new releases and new features

Supplier Support Post Go-Live

Go to <http://supplier-2.ariba.com>

If you forgot your username or password click on the link **Forgot Username?** or **Forgot Password?**

If you need to contact support click **Contact Support**

The screenshot shows the Ariba Network login page. At the top, there is a navigation bar with 'GO TO MY:' followed by tabs for 'LEADS', 'PROPOSALS', 'CONTRACTS', and 'ORDERS & INVOICES'. On the right side of the navigation bar are links for 'Register', 'Feedback', and 'Help'. Below the navigation bar is the 'ARIBA NETWORK' logo. The main content area is titled 'Ariba Login' and features a logo on the left. To the right of the logo are three input fields: 'Admin Username:', 'Admin Password:', and 'Username:'. Below these fields is a 'Login' button. A red arrow points from the left edge of the page to a red-bordered box containing the links '[Forgot Username](#)' and '[Forgot Password](#)'. To the right of the login form is a section titled 'Join Ariba Network-Early Access!' with a paragraph of text and a link 'Register as a New Supplier - EA >>'. On the far right, there is a 'Help' dropdown menu with 'Product Documentation' and 'Contact Support' (highlighted with a red box), and 'Ariba Exchange' below it. Below the 'Ariba Exchange' link is a 'Using' section with a paragraph of text and several links: '[Introduction to Ariba Supplier Network](#)', '[Handling Purchase Orders](#)', '[Creating a PO-Based Invoice \(Introduction\)](#)', and '[Creating an Invoice \(Advanced Topics\)](#)'.

Supplier Support Post Go-Live

Ariba Network support by Web – Submit Support Ticket

Log into your account.
Click the **Help** link.
Click **Contact Support**.

Fill out web-form.
Select **Category of Issue**.
Note **<Customer Name>** in
the Issue Description.

Reference the Service
Request # in future
correspondence about the
issue.

Click **Submit**

The screenshot shows the Ariba Network web interface. At the top, there is a navigation bar with tabs for 'LEADS', 'PROPOSALS', 'CONTRACTS', and 'ORDERS & INVOICES'. A dropdown menu for 'Test Supplier 1' is open, showing options like 'Product Documentation', 'Contact Support', and 'Contact Administrator'. The 'Contact Support' option is highlighted with a red box. Below the navigation bar, there are sections for 'Pending Tasks', 'Purchase Orders', and 'Alerts and Messages'. The main content area is titled 'Support' and contains instructions for submitting a support request. A 'Submit' button is highlighted with a red box. Below the instructions, there is a form titled 'Ariba Customer Support Form' with fields for 'Your Name', 'Your Company Name', 'Your Phone #', 'Your email', 'Type', 'Category of Issue', 'Customer's company name', and 'Issue Description'. The form is partially filled out with the following information:

Your Name:	Renee Lim
Your Company Name:	Ariba Supplier Programs
Your Phone #:	+1 (000) 0000
Your email:	rlim@ariba.com
Type:	Development
* Category of Issue:	Select Category
Customer's company name:	Select Customer
* Issue Description:	