B|BRAUN
SHARING EXPERTISE

SUPPLIER TRAINING – STANDARD ACCOUNT

SAP ARIBA - INDIA

Updated on October 2021

Objective of the Supplier Training

This training session is to share with B.Braun suppliers on the onboarding process to the procurement system, SAP Ariba for non-production purchases.

To start using Ariba, suppliers are required to go thru one time registration upon receipt of first Purchase Order from B.Braun. The usage of Ariba Standard Account is free of charge.

You will be receiving B.Braun Ariba PO from ordersender-prod@ansmtp.ariba.com**.** To avoid PO transmission error, please inform your IT Personnel to whitelist the Ariba email address on your email server.

Important

Kindly update us your latest email address for PO transmission. We can only maintain one generic email address in the new system. For email update, please email to ebuy-procurement.in@bbraun.com

Training Topics

Ariba

1 Registration

2 Receive Order

3 Process Order

SAP Ariba Supplier Registration Process – Standard Account

1.

Interactive E-Mail

Along with the first order, you will receive a registration / login link to the Ariba Network

2.

Registration/ Sign-Up

Please register for an account if you are new to the Ariba Network. Otherwise, please log in with your existing account.

3.

Account Configuration

You can start account configurations, upon completing registration and accepting the terms and conditions.

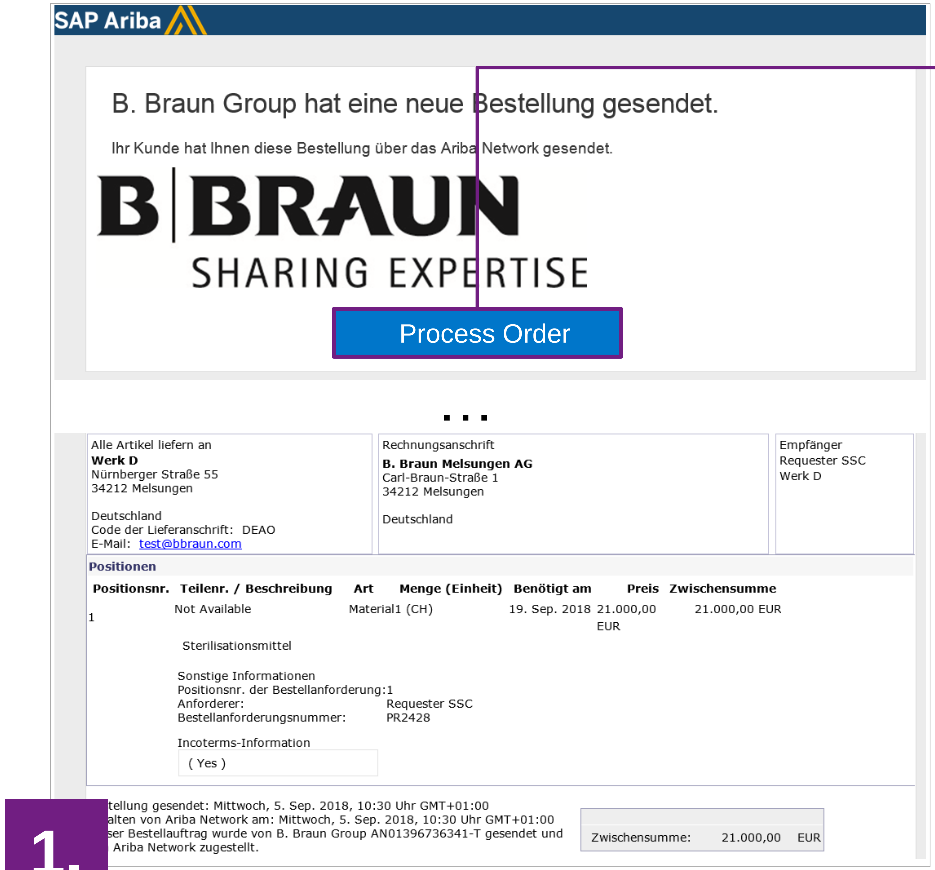
4.

Order Confirmation

As soon as you have registered/ logged in, you will be automatically directed to your current order. Here, you can send an order confirmation via the Ariba network.

SAP Ariba Supplier Registration Process – Standard Account

1.



B. Braun Group hat eine neue Bestellung gesendet.

Ihr Kunde hat Ihnen diese Bestellung über das Ariba Network gesendet.

. . .

Alle Artikel liefern an	Rechnungsanschrift	Empfänger
Werk D Nürnberger Straße 55 34212 Melsungen Deutschland Code der Lieferanschrift: DEAO E-Mail: test@bbraun.com	**B. Braun Melsungen AG** Carl-Braun-Straße 1 34212 Melsungen Deutschland	Requester SSC Werk D

Positionen

Positionsnr.	Teilenr. / Beschreibung	Art	Menge (Einheit)	Benötigt am	Preis	Zwischensumme
1	Not Available	Material	1 (CH)	19. Sep. 2018	21.000,00 EUR	21.000,00 EUR

Sterilisationsmittel

Sonstige Informationen
Positionsnr. der Bestellanforderung: 1
Anforderer: Requester SSC
Bestellanforderungsnummer: PR2428

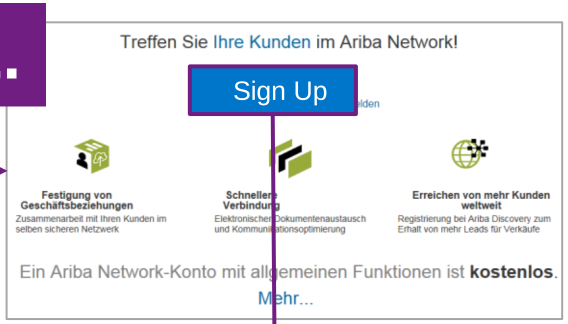
Incoterms-Information
(Yes)

tellung gesendet: Mittwoch, 5. Sep. 2018, 10:30 Uhr GMT+01:00
alten von Ariba Network am: Mittwoch, 5. Sep. 2018, 10:30 Uhr GMT+01:00
ser Bestellauftrag wurde von B. Braun Group AN01396736341-T gesendet und
Ariba Network zugestellt.

Zwischensumme: 21.000,00 EUR

. . .

2.



Treffen Sie Ihre Kunden im Ariba Network!

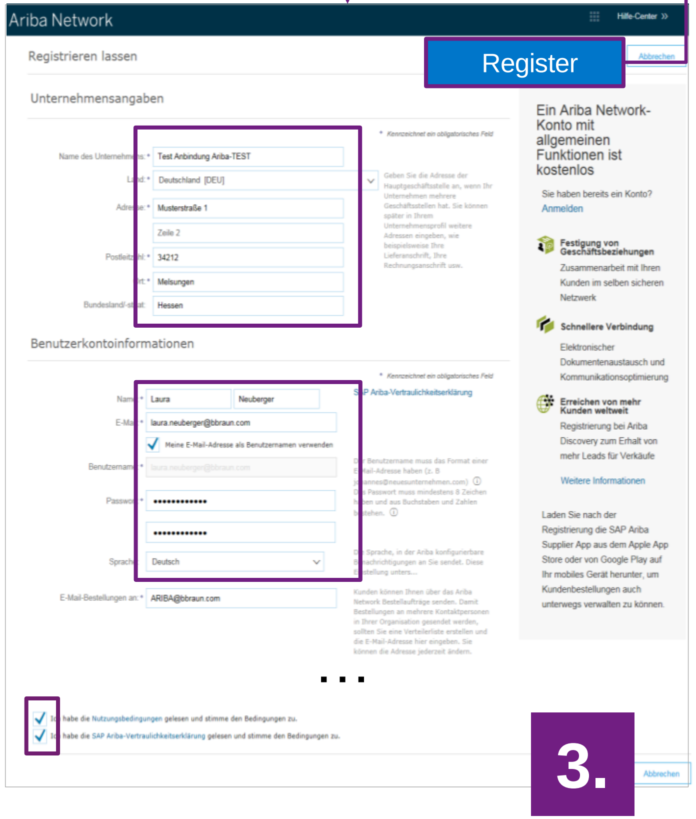
Festigung von Geschäftsbeziehungen
Zusammenarbeit mit Ihren Kunden im selben sicheren Netzwerk

Schnellere Verbindung
Elektronischer Dokumentenaustausch und Kommunikationsoptimierung

Erreichen von mehr Kunden weltweit
Registrierung bei Ariba Discovery zum Erhalt von mehr Leads für Verkäufe

Ein Ariba Network-Konto mit allgemeinen Funktionen ist **kostenlos**.

Mehr...



Registrieren lassen

Unternehmensangaben

Name des Unternehmens: * Test Anbindung Ariba-TEST
Land: * Deutschland [DEU]
Adresse: * Musterstraße 1
Zeile 2
Postleitzahl: * 34212
Ort: * Melsungen
Bundesland/-staat: Hessen

Benutzerkontoinformationen

Name: * Laura Neuberger
E-Mail: * laura.neuberger@bbraun.com
☑ Meine E-Mail-Adresse als Benutzernamen verwenden
Benutzername: * laura.neuberger@bbraun.com
Passwort: * •••••••••••••
•••••••••••••
Sprache: Deutsch
E-Mail-Bestellungen an: * ARIBA@bbraun.com

. . .

☑ Ich habe die Nutzungsbedingungen gelesen und stimme den Bedingungen zu.
☑ Ich habe die SAP Ariba-Vertraulichkeitserklärung gelesen und stimme den Bedingungen zu.

Ein Ariba Network-Konto mit allgemeinen Funktionen ist kostenlos

Sie haben bereits ein Konto?
Anmelden

Festigung von Geschäftsbeziehungen
Zusammenarbeit mit Ihren Kunden im selben sicheren Netzwerk

Schnellere Verbindung
Elektronischer Dokumentenaustausch und Kommunikationsoptimierung

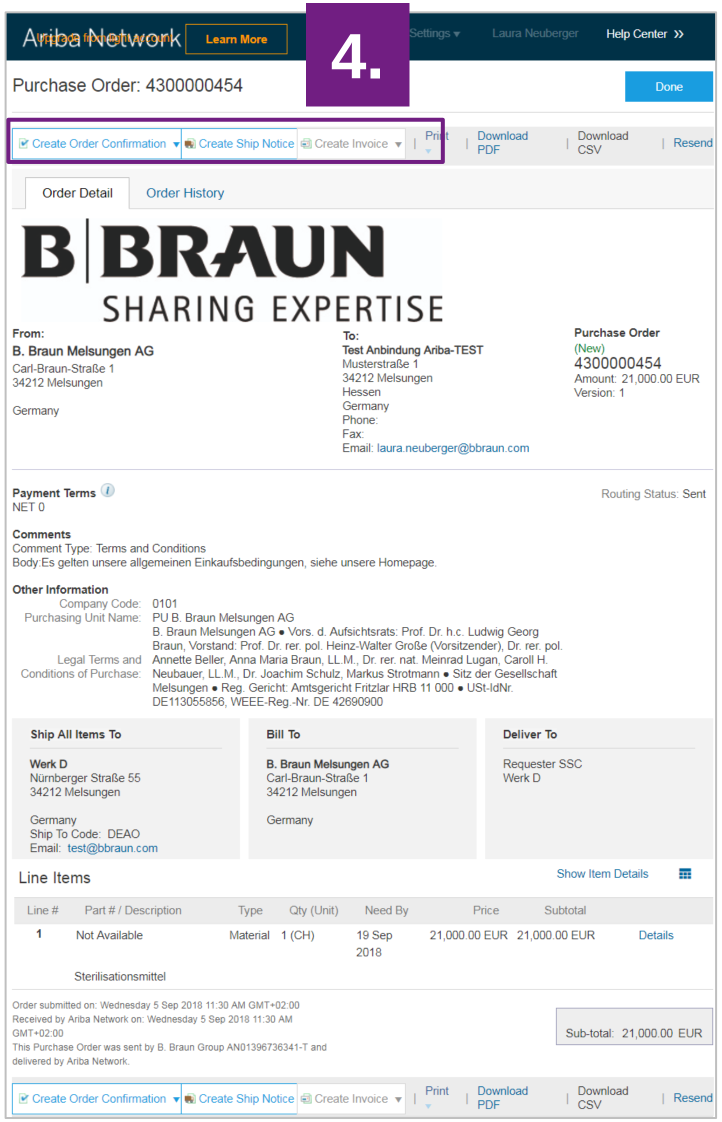
Erreichen von mehr Kunden weltweit
Registrierung bei Ariba Discovery zum Erhalt von mehr Leads für Verkäufe

Weitere Informationen

Laden Sie nach der Registrierung die SAP Ariba Supplier App aus dem Apple App Store oder von Google Play auf Ihr mobiles Gerät herunter, um Kundenbestellungen auch unterwegs verwalten zu können.

3.

4.



Purchase Order: 4300000454

From:
B. Braun Melsungen AG
Carl-Braun-Straße 1
34212 Melsungen
Germany

To:
Test Anbindung Ariba-TEST
Musterstraße 1
34212 Melsungen
Hessen
Germany
Phone:
Fax:
Email: laura.neuberger@bbraun.com

Purchase Order
(New)
4300000454
Amount: 21,000.00 EUR
Version: 1

Payment Terms
NET 0

Routing Status: Sent

Comments
Comment Type: Terms and Conditions
Body:Es gelten unsere allgemeinen Einkaufsbedingungen, siehe unsere Homepage.

Other Information
Company Code: 0101
Purchasing Unit Name: PU B. Braun Melsungen AG
Legal Terms and Conditions of Purchase: B. Braun Melsungen AG • Vors. d. Aufsichtsrats: Prof. Dr. h.c. Ludwig Georg Braun, Vorstand: Prof. Dr. rer. pol. Heinz-Walter Große (Vorsitzender), Dr. rer. pol. Annette Beller, Anna Maria Braun, LL.M., Dr. rer. nat. Meinrad Lugan, Caroll H. Neubauer, LL.M., Dr. Joachim Schulz, Markus Strotmann • Sitz der Gesellschaft Melsungen • Reg. Gericht: Amtsgericht Fritzlar HRB 11 000 • USt-IdNr. DE113055856, WEEE-Reg.-Nr. DE 42690900

Ship All Items To	Bill To	Deliver To
Werk D Nürnberger Straße 55 34212 Melsungen Germany Ship To Code: DEAO Email: test@bbraun.com	**B. Braun Melsungen AG** Carl-Braun-Straße 1 34212 Melsungen Germany	Requester SSC Werk D

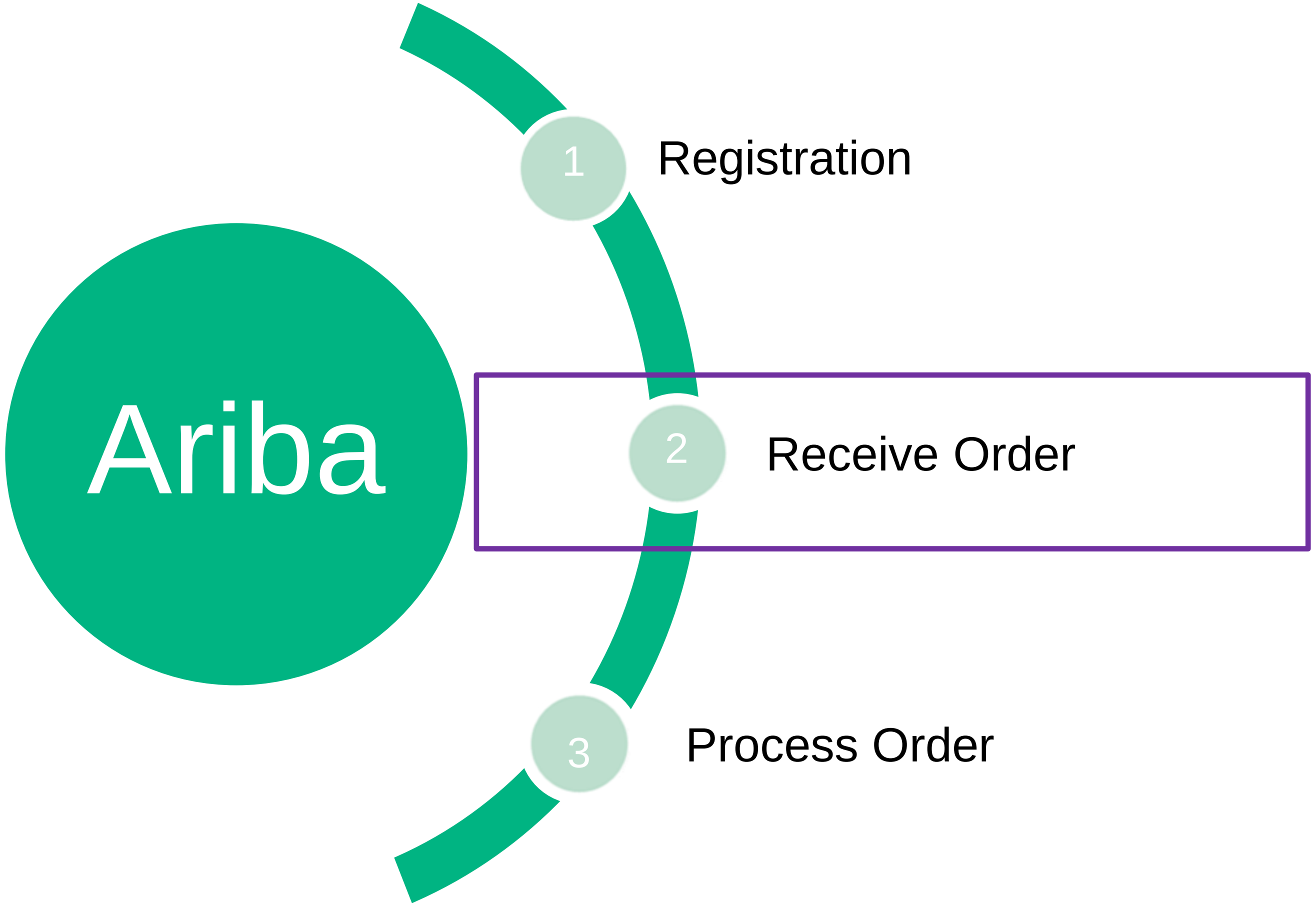
Line Items

Line #	Part # / Description	Type	Qty (Unit)	Need By	Price	Subtotal
1	Not Available Sterilisationsmittel	Material	1 (CH)	19 Sep 2018	21,000.00 EUR	21,000.00 EUR

Order submitted on: Wednesday 5 Sep 2018 11:30 AM GMT+02:00
Received by Ariba Network on: Wednesday 5 Sep 2018 11:30 AM GMT+02:00
This Purchase Order was sent by B. Braun Group AN01396736341-T and delivered by Ariba Network.

Sub-total: 21,000.00 EUR

Training Topics



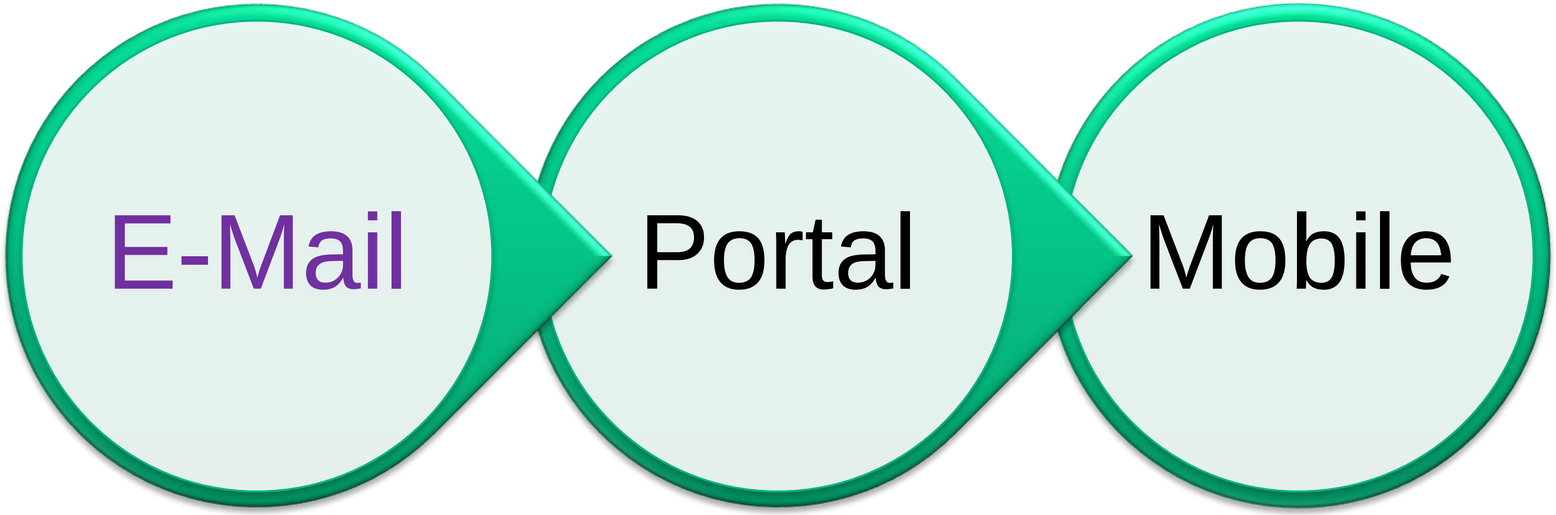
Ariba

1 Registration

2 Receive Order

3 Process Order

Access to Purchase Order



E-Mail

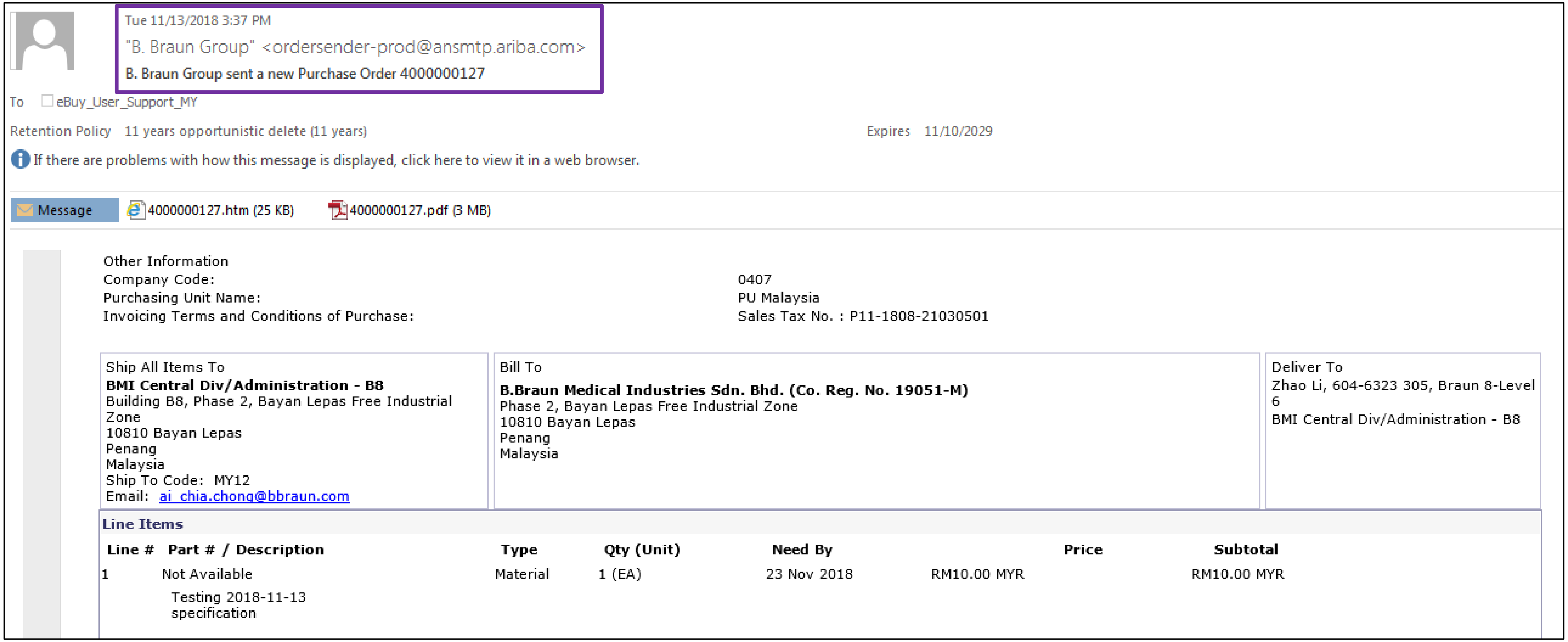
Portal

Mobile

1. E-Mail

New PO

Supplier will receive the order email notification from B.Braun Group and Ariba PO number starts with 40..



Tue 11/13/2018 3:37 PM

"B. Braun Group" <ordersender-prod@ansmtp.ariba.com>

B. Braun Group sent a new Purchase Order 4000000127

To ☐ eBuy_User_Support_MY

Retention Policy 11 years opportunistic delete (11 years)

Expires 11/10/2029

If there are problems with how this message is displayed, click here to view it in a web browser.

Other Information

Company Code:	0407
Purchasing Unit Name:	PU Malaysia
Invoicing Terms and Conditions of Purchase:	Sales Tax No. : P11-1808-21030501

Ship All Items To
BMI Central Div/Administration - B8
Building B8, Phase 2, Bayan Lepas Free Industrial Zone
10810 Bayan Lepas
Penang
Malaysia
Ship To Code: MY12
Email: ai_chia.chong@bbraun.com

Bill To
B.Braun Medical Industries Sdn. Bhd. (Co. Reg. No. 19051-M)
Phase 2, Bayan Lepas Free Industrial Zone
10810 Bayan Lepas
Penang
Malaysia

Deliver To
Zhao Li, 604-6323 305, Braun 8-Level 6
BMI Central Div/Administration - B8

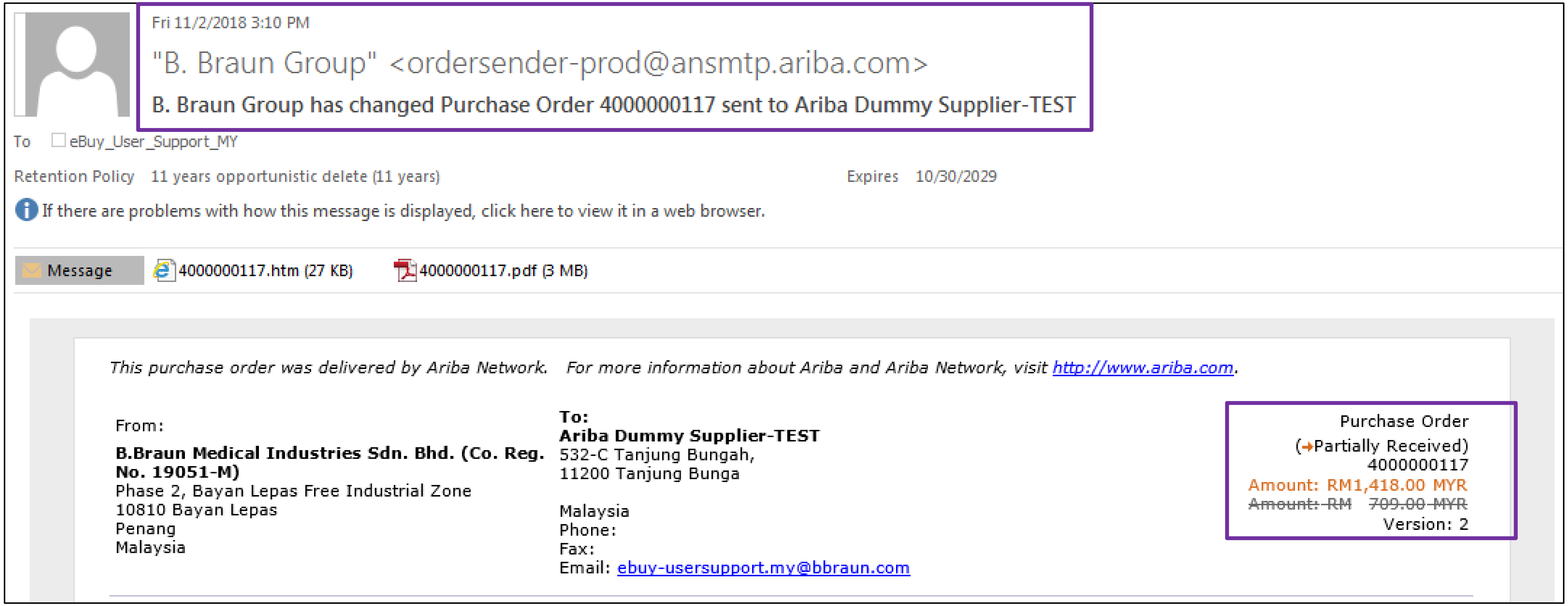
Line Items

Line #	Part # / Description	Type	Qty (Unit)	Need By	Price	Subtotal
1	Not Available Testing 2018-11-13 specification	Material	1 (EA)	23 Nov 2018	RM10.00 MYR	RM10.00 MYR

1. E-Mail

PO Changes

Supplier will also receive the order email notification if there are any Purchase Order changes and new PO version will be created.



Fri 11/2/2018 3:10 PM

"B. Braun Group" <ordersender-prod@ansmtp.ariba.com>

B. Braun Group has changed Purchase Order 4000000117 sent to Ariba Dummy Supplier-TEST

To ☐ eBuy_User_Support_MY

Retention Policy 11 years opportunistic delete (11 years) Expires 10/30/2029

If there are problems with how this message is displayed, click here to view it in a web browser.

This purchase order was delivered by Ariba Network. For more information about Ariba and Ariba Network, visit http://www.ariba.com.

From:

B.Braun Medical Industries Sdn. Bhd. (Co. Reg. No. 19051-M)
Phase 2, Bayan Lepas Free Industrial Zone
10810 Bayan Lepas
Penang
Malaysia

To:
Ariba Dummy Supplier-TEST
532-C Tanjung Bungah,
11200 Tanjung Bunga

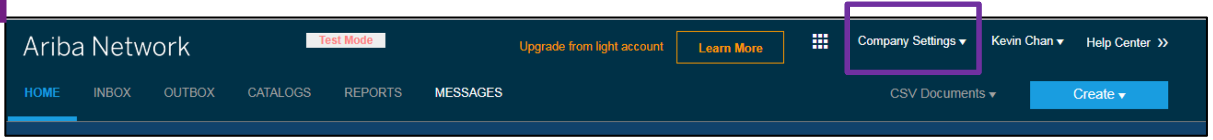
Malaysia
Phone:
Fax:
Email: ebuy-usersupport.my@bbraun.com

Purchase Order
(→Partially Received)
4000000117
Amount: RM1,418.00 MYR
~~Amount: RM 709.00 MYR~~
Version: 2

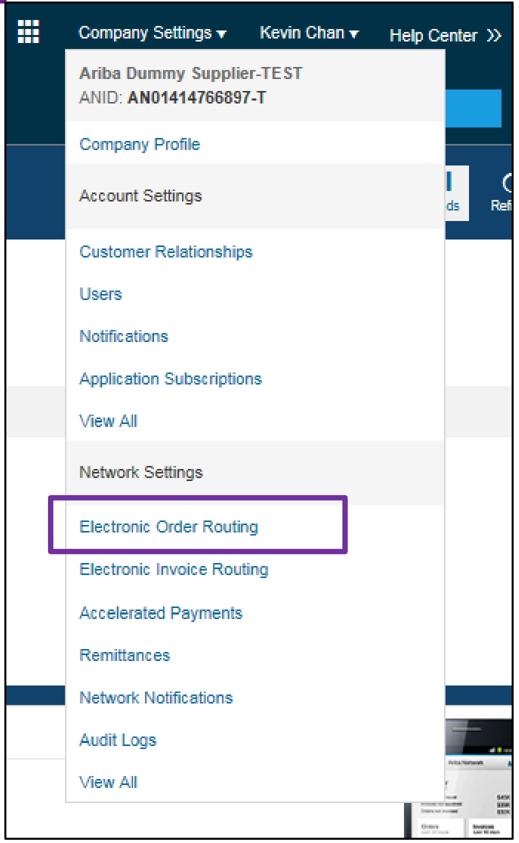
1. E-Mail

How to change the email address to receive orders ?

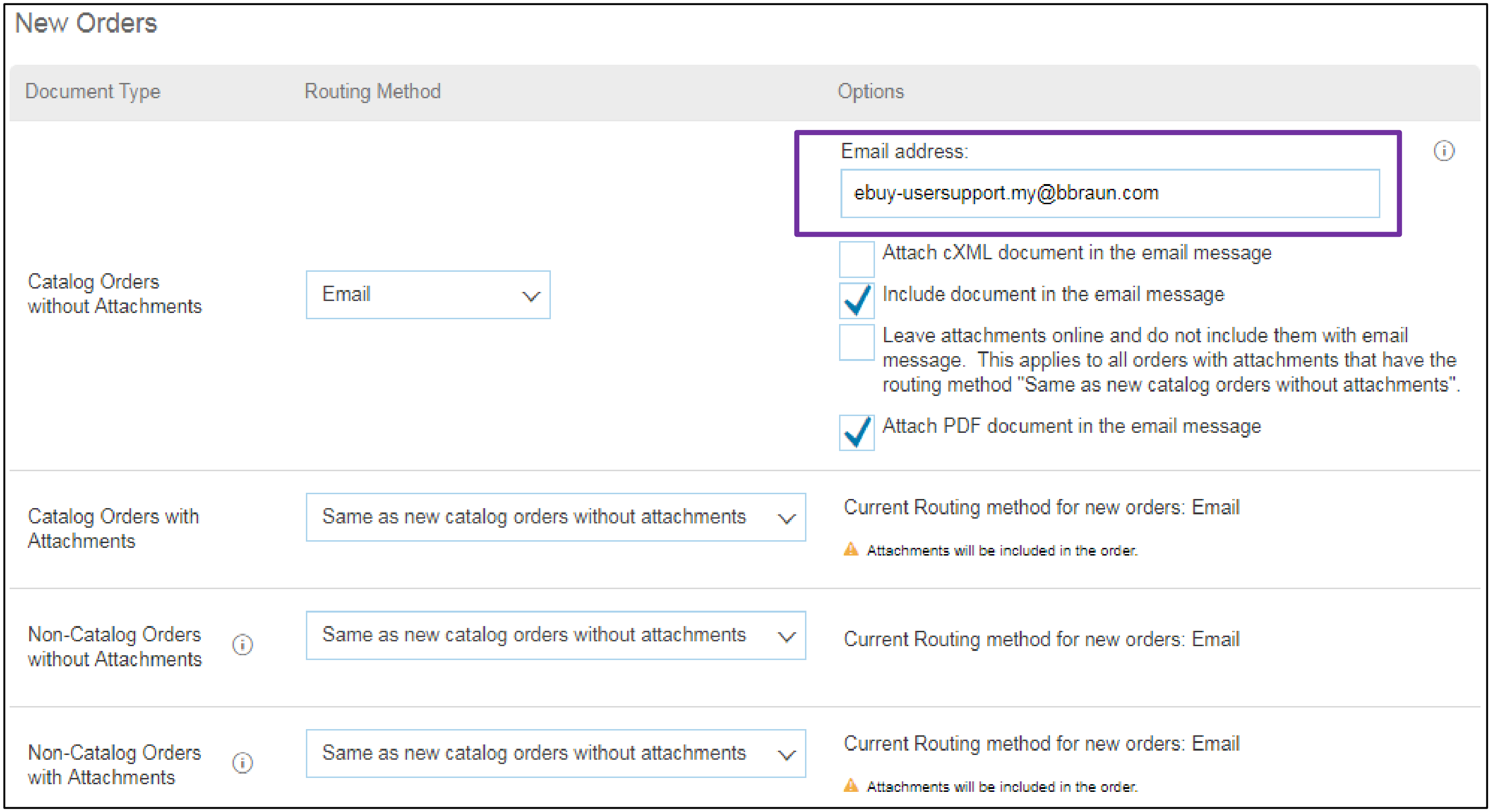
1. Click on Company Settings.


Ariba Network
Test Mode
Upgrade from light account
Learn More
Company Settings ▾
Kevin Chan ▾
Help Center »
HOME
INBOX
OUTBOX
CATALOGS
REPORTS
MESSAGES
CSV Documents ▾
Create ▾

2. In the drop down menu, select Electronic Order Routing.


Company Settings ▾
Kevin Chan ▾
Help Center »
Ariba Dummy Supplier-TEST
ANID: AN01414766897-T
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
View All

3. You can set your **company's email address** to receive the orders. You can maintain up to 5 email addresses separated by commas.



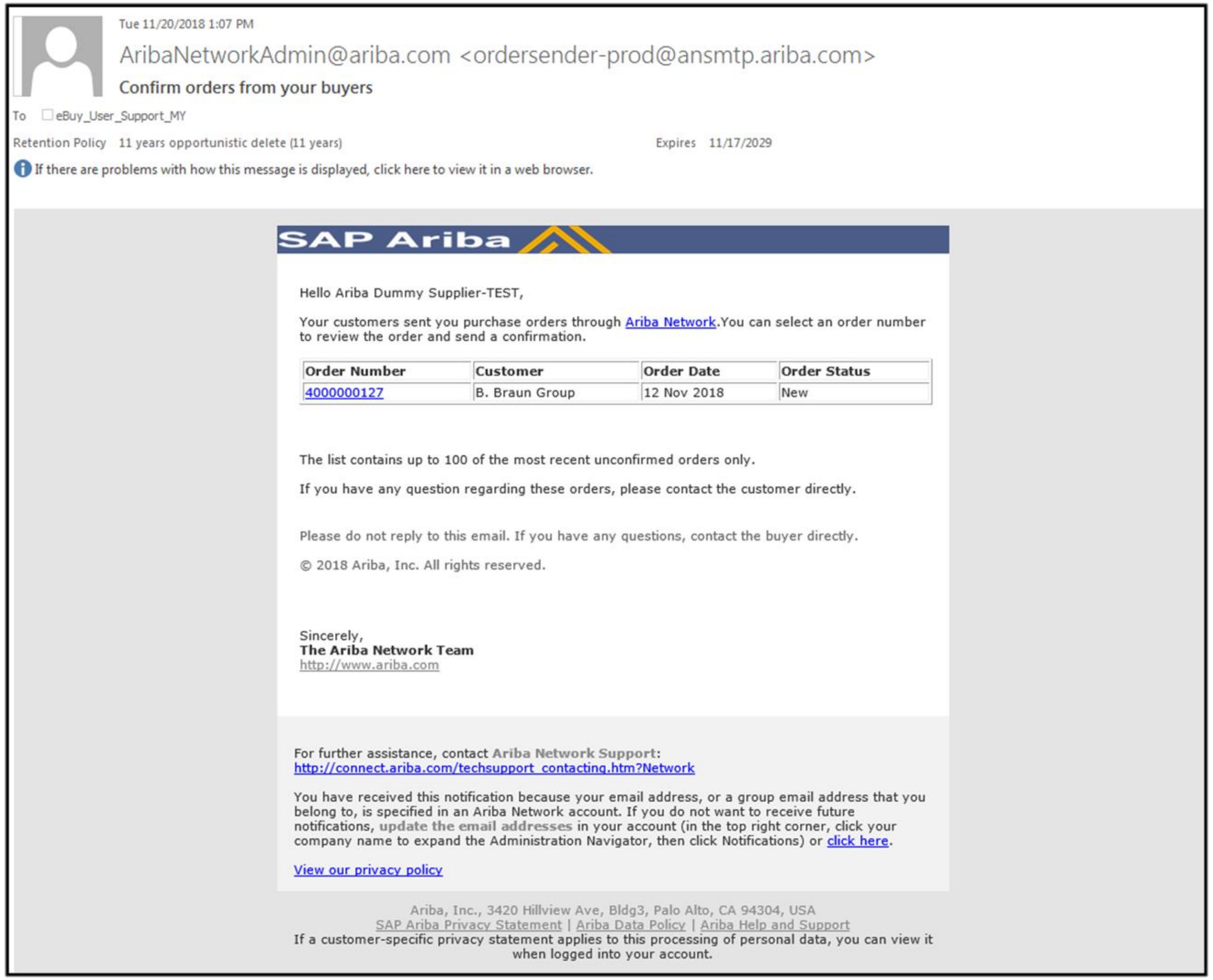
New Orders

Document Type	Routing Method	Options
Catalog Orders without Attachments	Email	Email address: ebuy-usersupport.my@bbraun.com ☐ 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". ☑ Attach PDF document in the email message
Catalog Orders with Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email ⚠ Attachments will be included in the order.
Non-Catalog Orders without Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email
Non-Catalog Orders with Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email ⚠ Attachments will be included in the order.

1. E-Mail

Reminder for Unconfirmed Orders

Supplier will receive an email reminder for any unconfirmed orders more than 5 days.



Tue 11/20/2018 1:07 PM

AribaNetworkAdmin@ariba.com <ordersender-prod@ansmtp.ariba.com>

Confirm orders from your buyers

To ☐ eBuy_User_Support_MY

Retention Policy 11 years opportunistic delete (11 years)

Expires 11/17/2029

If there are problems with how this message is displayed, click here to view it in a web browser.

Hello Ariba Dummy Supplier-TEST,

Your customers sent you purchase orders through Ariba Network.You can select an order number to review the order and send a confirmation.

Order Number	Customer	Order Date	Order Status
4000000127	B. Braun Group	12 Nov 2018	New

The list contains up to 100 of the most recent unconfirmed orders only.

If you have any question regarding these orders, please contact the customer directly.

Please do not reply to this email. If you have any questions, contact the buyer directly.

© 2018 Ariba, Inc. All rights reserved.

Sincerely,
The Ariba Network Team
http://www.ariba.com

For further assistance, contact **Ariba Network Support**:
http://connect.ariba.com/techsupport_contacting.htm?Network

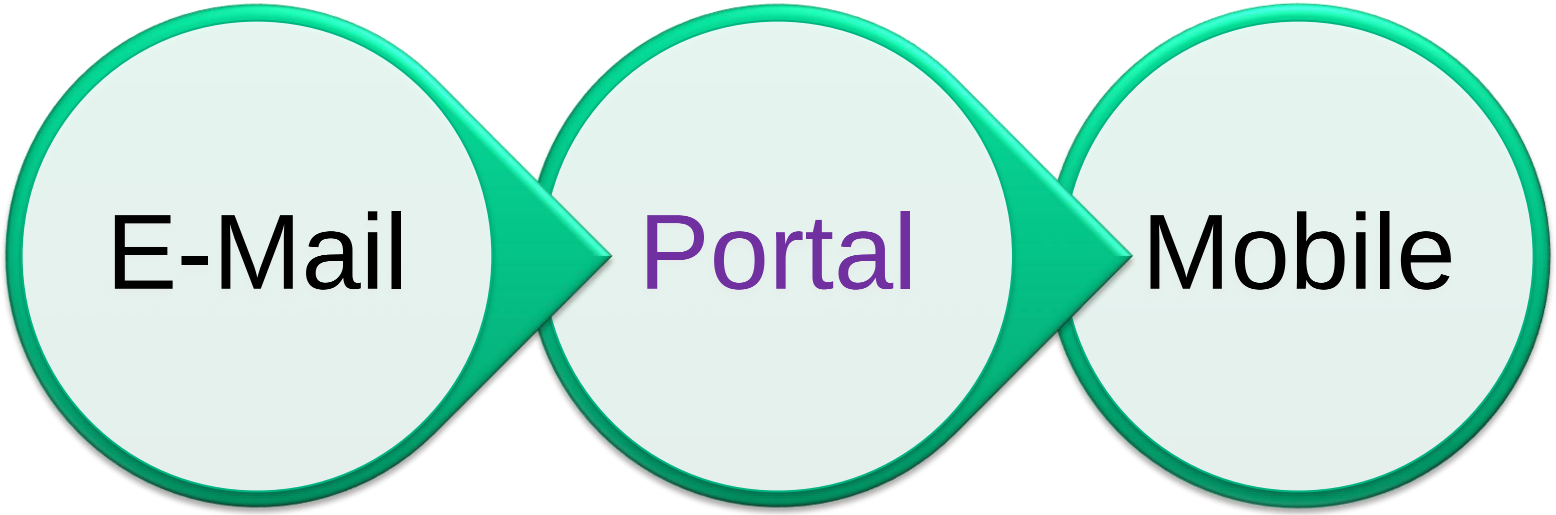
You have received this notification because your email address, or a group email address that you belong to, is specified in an Ariba Network account. If you do not want to receive future notifications, **update the email addresses** in your account (in the top right corner, click your company name to expand the Administration Navigator, then click Notifications) or click here.

View our privacy policy

Ariba, Inc., 3420 Hillview Ave, Bldg3, Palo Alto, CA 94304, USA
SAP Ariba Privacy Statement | Ariba Data Policy | Ariba Help and Support
If a customer-specific privacy statement applies to this processing of personal data, you can view it when logged into your account.

B|BRAUN
SHARING EXPERTISE

Access to Purchase Order



E-Mail

Portal

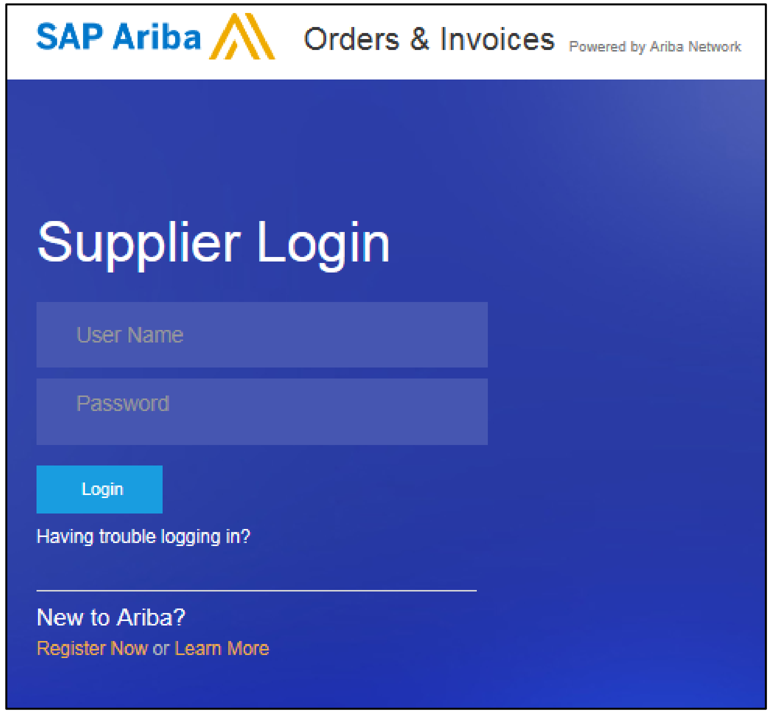
Mobile

2. Portal

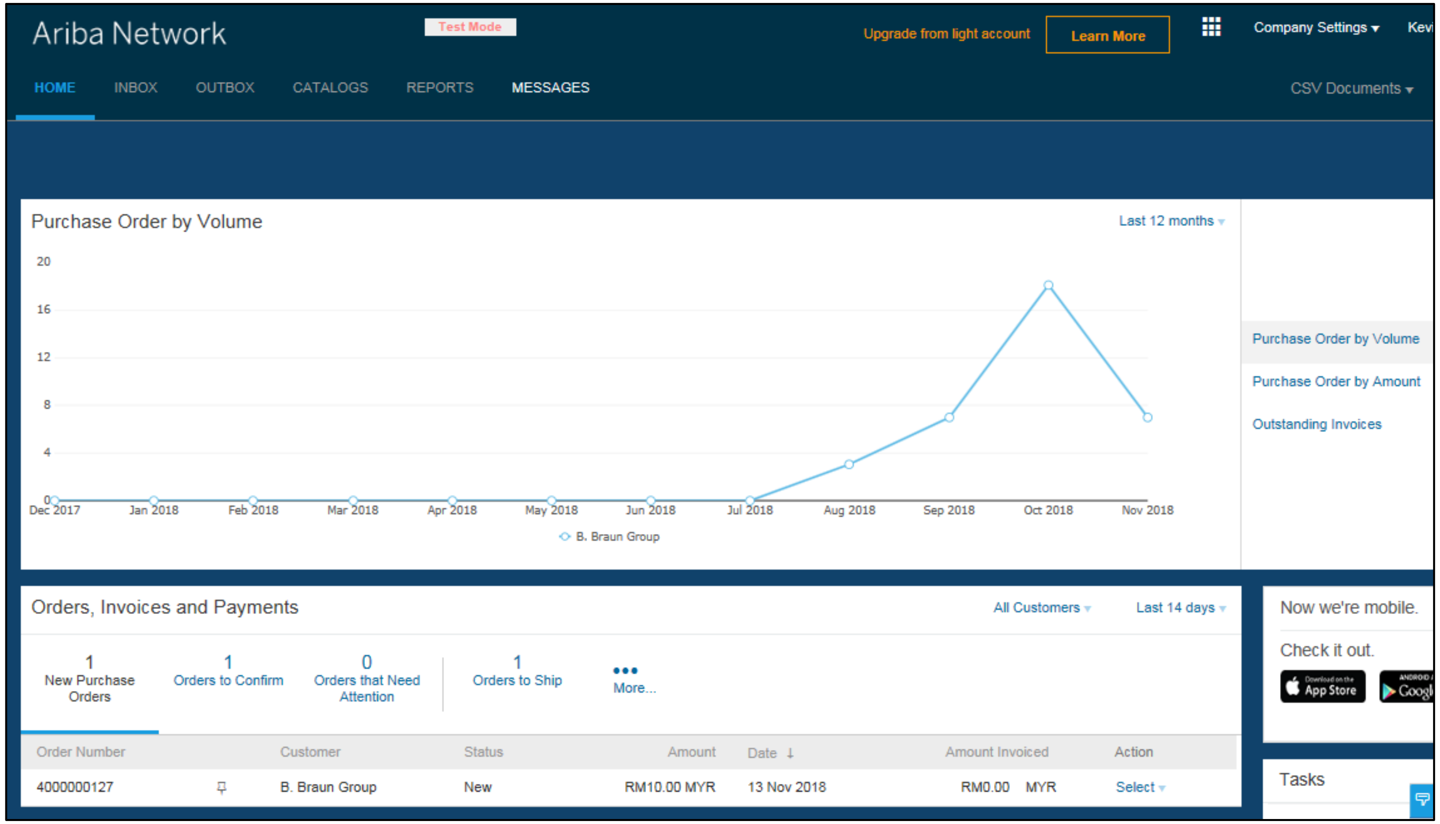
How to login to the Supplier Portal ?

1. Click on the below link
https://supplier.ariba.com

2.

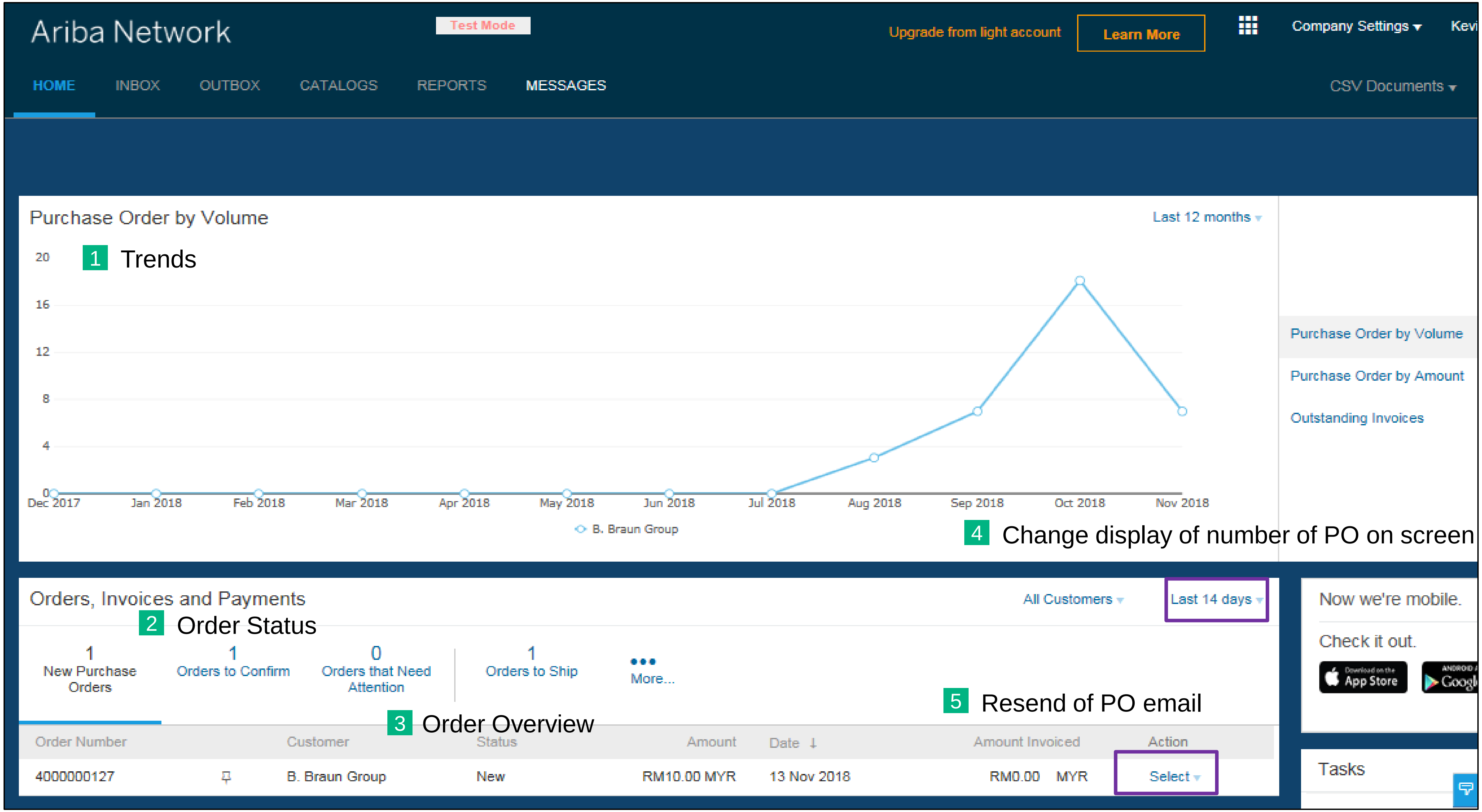

SAP Ariba
Orders & Invoices
Powered by Ariba Network
Supplier Login
User Name
Password
Login
Having trouble logging in?
New to Ariba?
Register Now or Learn More

3.


Ariba Network
Test Mode
Upgrade from light account
Learn More
Company Settings ▾
Kevi
HOME
INBOX
OUTBOX
CATALOGS
REPORTS
MESSAGES
CSV Documents ▾
Purchase Order by Volume
Last 12 months ▾
20
16
12
8
4
0
Dec 2017
Jan 2018
Feb 2018
Mar 2018
Apr 2018
May 2018
Jun 2018
Jul 2018
Aug 2018
Sep 2018
Oct 2018
Nov 2018
B. Braun Group
Purchase Order by Volume
Purchase Order by Amount
Outstanding Invoices
Orders, Invoices and Payments
All Customers ▾
Last 14 days ▾
1 New Purchase Orders
1 Orders to Confirm
0 Orders that Need Attention
1 Orders to Ship
More...
Now we're mobile.
Check it out.
App Store
Tasks

Order Number	Customer	Status	Amount	Date ↓	Amount Invoiced	Action
4000000127	B. Braun Group	New	RM10.00 MYR	13 Nov 2018	RM0.00 MYR	Select ▾

Ariba Supplier Portal


Ariba Network
Test Mode
Upgrade from light account
Learn More
Company Settings
Kevi
HOME
INBOX
OUTBOX
CATALOGS
REPORTS
MESSAGES
CSV Documents
Purchase Order by Volume
Last 12 months
20
16
12
8
4
0
Dec 2017
Jan 2018
Feb 2018
Mar 2018
Apr 2018
May 2018
Jun 2018
Jul 2018
Aug 2018
Sep 2018
Oct 2018
Nov 2018
B. Braun Group
Purchase Order by Volume
Purchase Order by Amount
Outstanding Invoices
Orders, Invoices and Payments
All Customers
Last 14 days
1
New Purchase Orders
1
Orders to Confirm
0
Orders that Need Attention
1
Orders to Ship
More...
Now we're mobile.
Check it out.
App Store
Googl
Tasks

1 Trends

2 Order Status

3 Order Overview

4 Change display of number of PO on screen

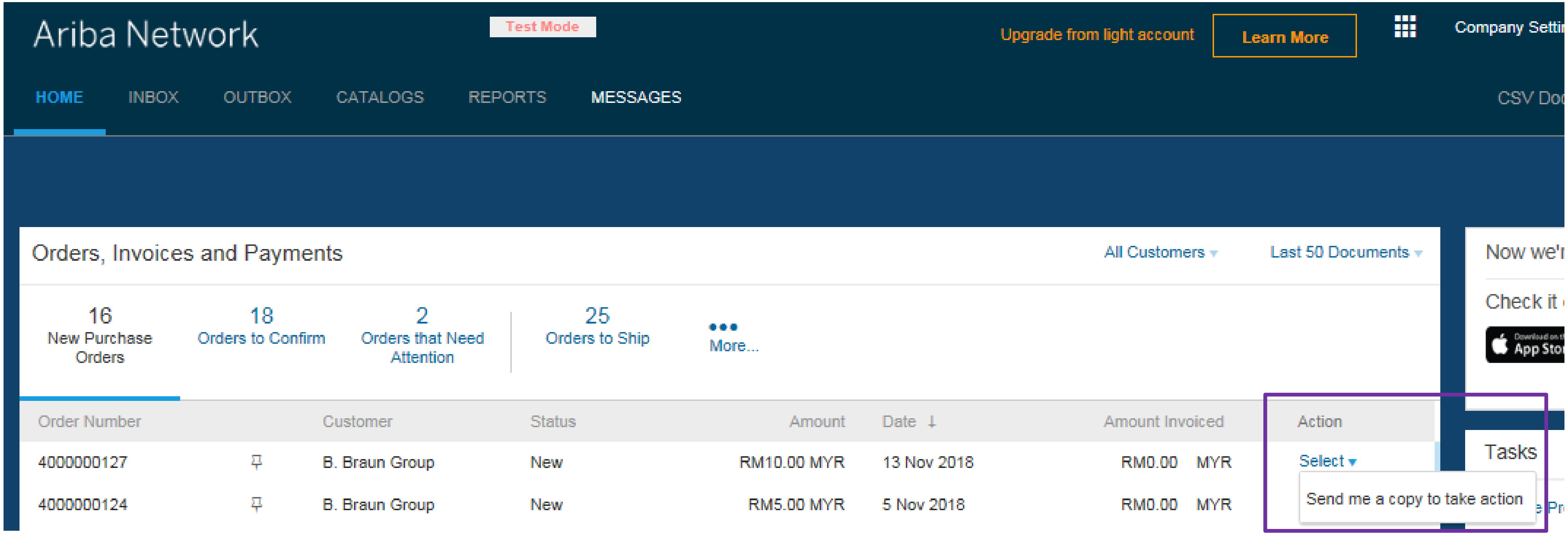
5 Resend of PO email

Order Number	Customer	Status	Amount	Date ↓	Amount Invoiced	Action
4000000127	B. Braun Group	New	RM10.00 MYR	13 Nov 2018	RM0.00 MYR	Select

2. Portal

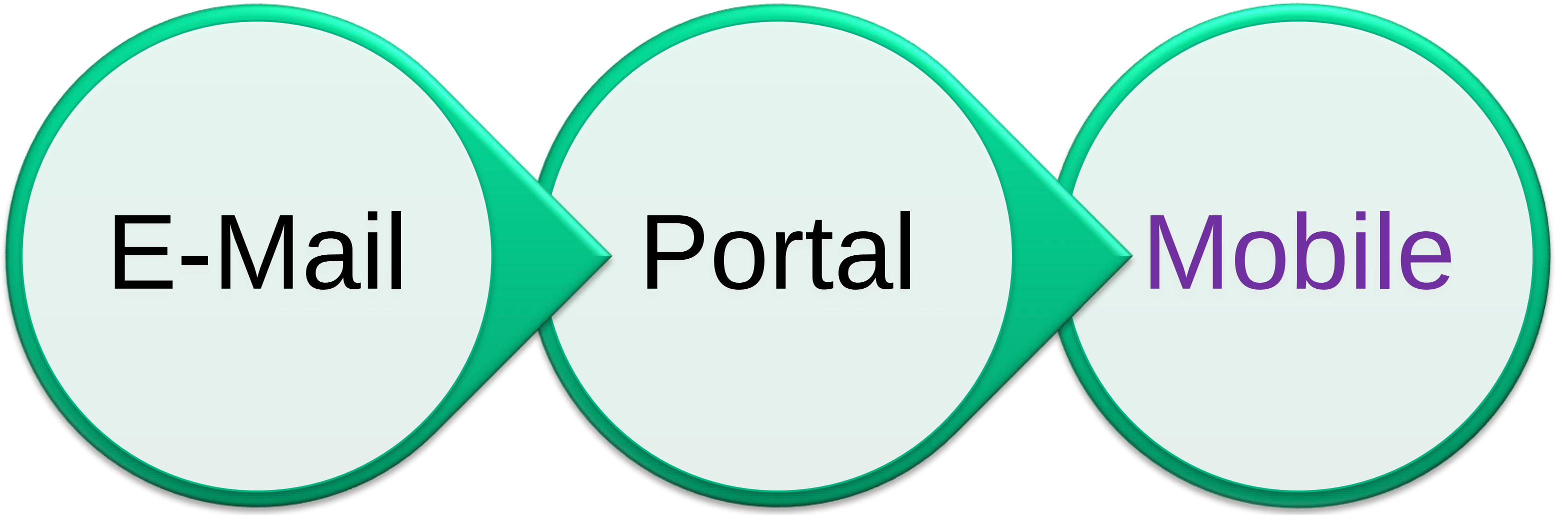
Ariba Supplier Portal

For Standard Account Supplier, Supplier can only process the order via PO email notification. The highlighted option below is to resend the PO in case supplier misplaced the email notification.


Ariba Network
Test Mode
Upgrade from light account
Learn More
Company Setti
HOME
INBOX
OUTBOX
CATALOGS
REPORTS
MESSAGES
CSV Doc
Orders, Invoices and Payments
All Customers
Last 50 Documents
16 New Purchase Orders
18 Orders to Confirm
2 Orders that Need Attention
25 Orders to Ship
More...
Now we'r
Check it
App Stor
Tasks
Select
Send me a copy to take action

Order Number		Customer	Status	Amount	Date	Amount Invoiced	Action
4000000127		B. Braun Group	New	RM10.00 MYR	13 Nov 2018	RM0.00 MYR	Select
4000000124		B. Braun Group	New	RM5.00 MYR	5 Nov 2018	RM0.00 MYR	

Access to Purchase Order



E-Mail

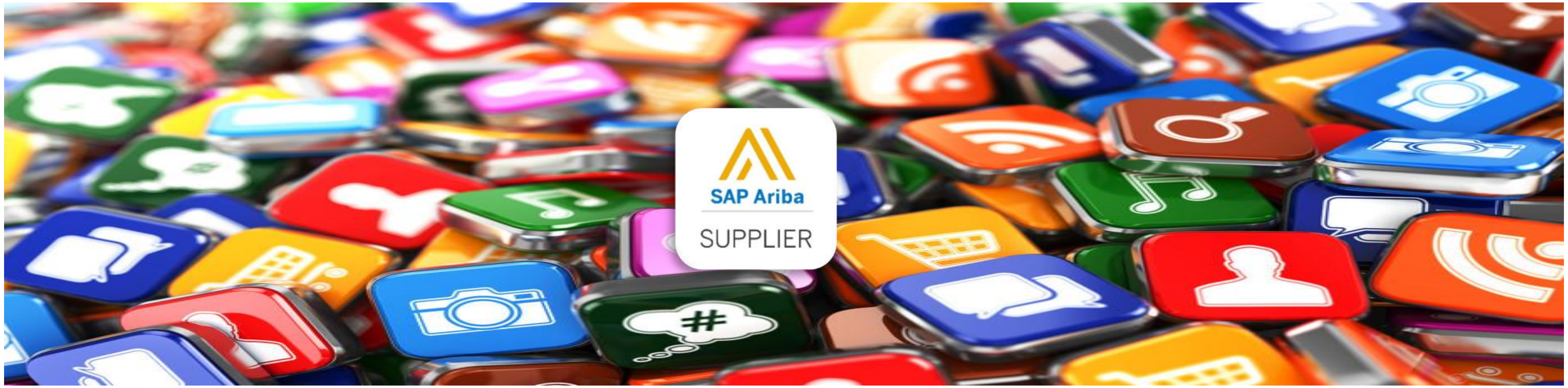
Portal

Mobile

3. Mobile

Download Ariba Mobile Application

Search for SAP Ariba Supplier


SAP Ariba
SUPPLIER

Available for both Android and IOS

Google Play
GET IT ON
Google Play
ANDROID APP ON
Google Play

Download on the
App Store

Training Topics

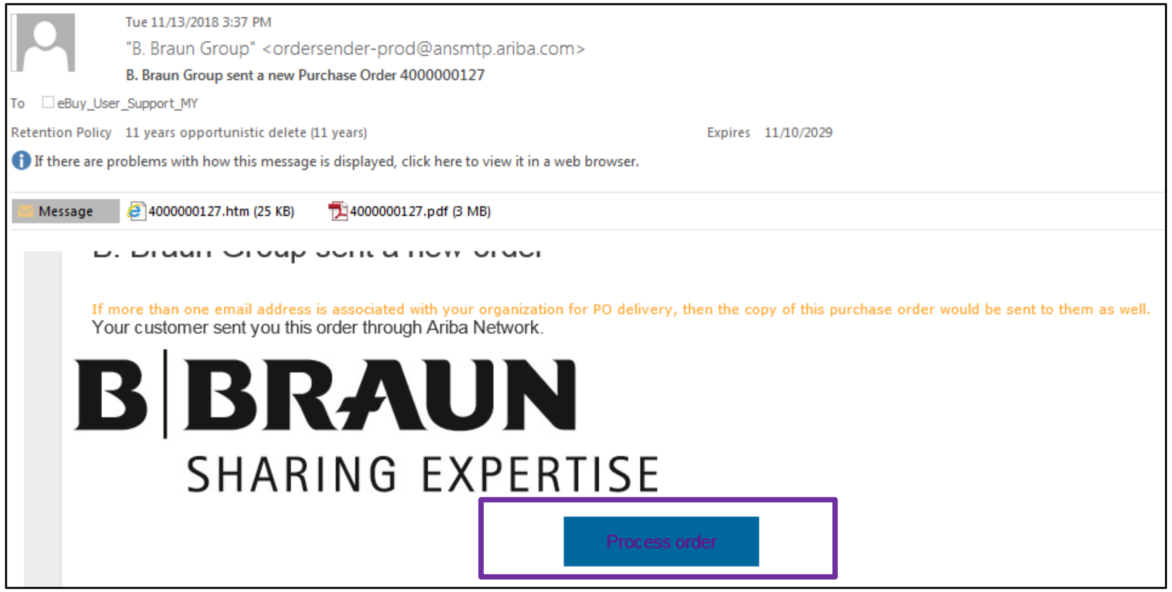
Ariba

1 Registration

2 Receive Order

3 Process Order

Process Order – Order Confirmation



Tue 11/13/2018 3:37 PM
"B. Braun Group" <ordersender-prod@ansmtp.ariba.com>
B. Braun Group sent a new Purchase Order 4000000127
To ☐ eBuy_User_Support_MY
Retention Policy 11 years opportunistic delete (11 years) Expires 11/10/2029
If there are problems with how this message is displayed, click here to view it in a web browser.

Message
4000000127.htm (25 KB)
4000000127.pdf (3 MB)

If more than one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to them as well.
Your customer sent you this order through Ariba Network.

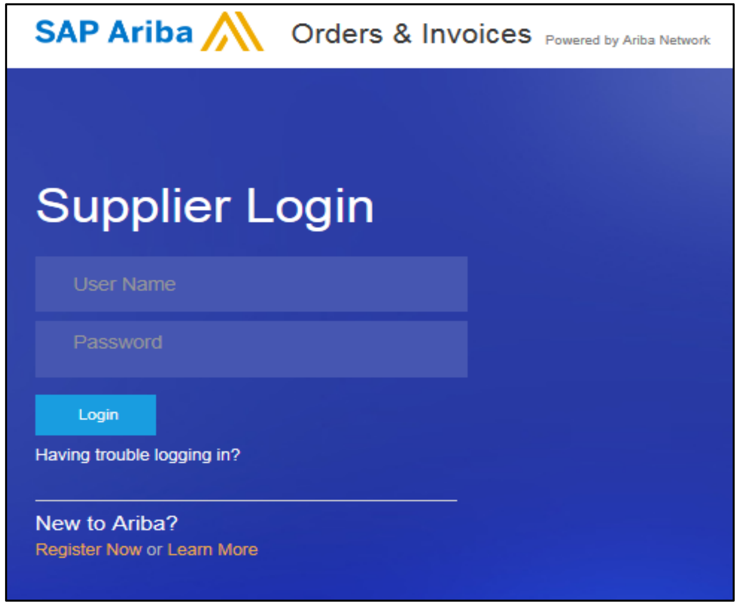
B|BRAUN
SHARING EXPERTISE
Process order

1.

Supplier will receive an email notification on the new Purchase Order. Click **Process Order** to perform order confirmation.

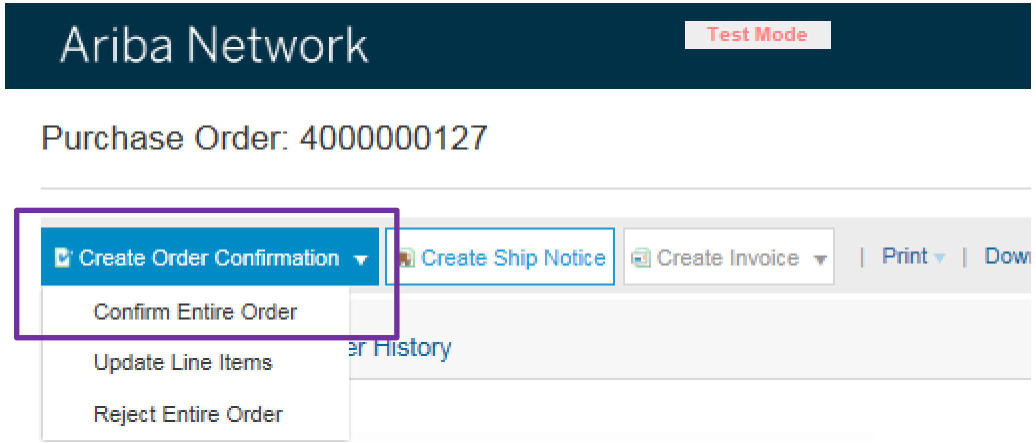
2.

Supplier logon to Ariba Portal.



SAP Ariba
Orders & Invoices
Powered by Ariba Network
Supplier Login
User Name
Password
Login
Having trouble logging in?
New to Ariba?
Register Now or Learn More

Process Order – Confirm entire order



Ariba Network

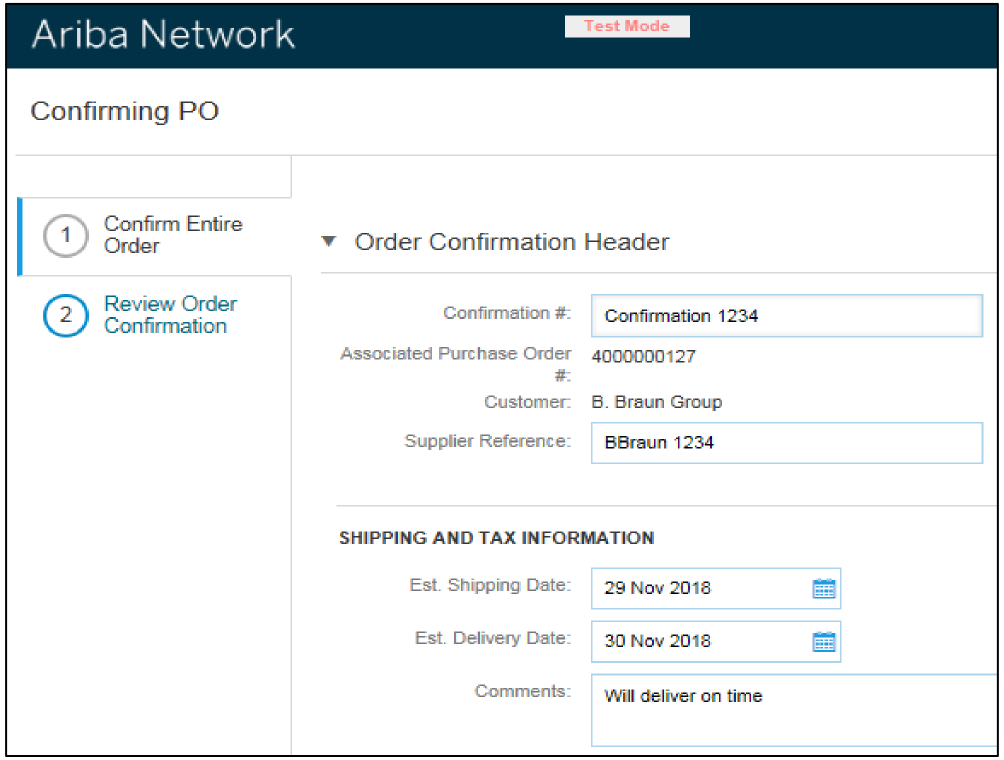
Test Mode

Purchase Order: 4000000127

Create Order Confirmation
Create Ship Notice
Create Invoice
Print
Dow
Confirm Entire Order
Update Line Items
Reject Entire Order
er History

3.

Click on Create Order Confirmation – **Confirm Entire Order**



Ariba Network

Test Mode

Confirming PO

1 Confirm Entire Order
2 Review Order Confirmation
Order Confirmation Header

Confirmation #: Confirmation 1234

Associated Purchase Order #: 4000000127

Customer: B. Braun Group

Supplier Reference: BBraun 1234

SHIPPING AND TAX INFORMATION

Est. Shipping Date: 29 Nov 2018

Est. Delivery Date: 30 Nov 2018

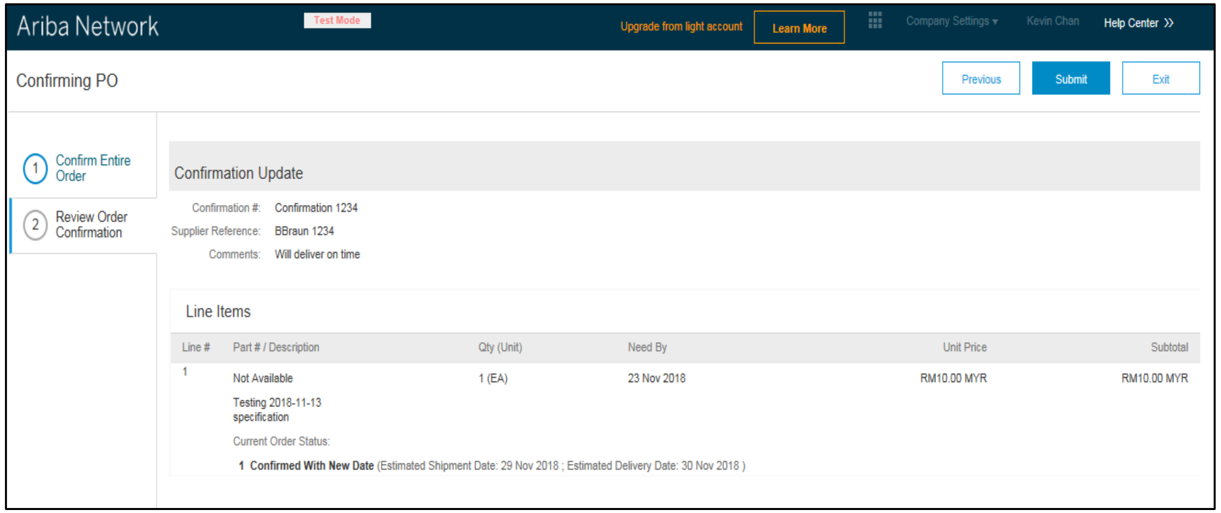
Comments: Will deliver on time

4.

Fill in the order confirmation details such as confirmation number, supplier reference and necessary shipping information.

Est. Shipping Date: Date where supplier plan to send out the goods to customer.
Est. Delivery Date: Date when the goods expected to be arrived at customer premise.

Process Order – Confirm entire order


Ariba Network
Test Mode
Upgrade from light account
Learn More
Company Settings ▾
Kevin Chan
Help Center »
Previous
Submit
Exit
1 Confirm Entire Order
2 Review Order Confirmation

Confirming PO

Confirmation Update

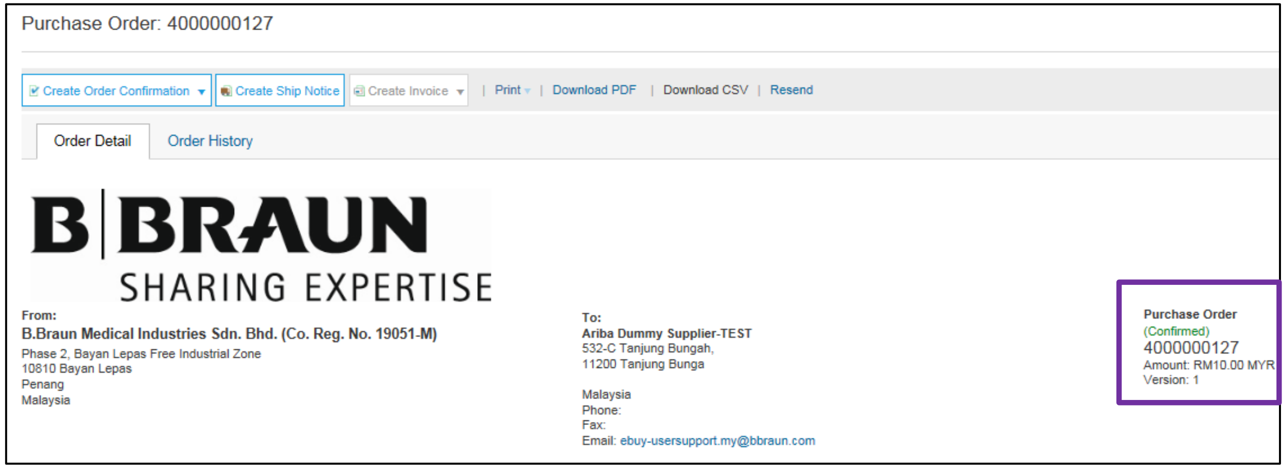
Confirmation #: Confirmation 1234
Supplier Reference: BBraun 1234
Comments: Will deliver on time

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	Not Available Testing 2018-11-13 specification Current Order Status: 1 **Confirmed With New Date** (Estimated Shipment Date: 29 Nov 2018 ; Estimated Delivery Date: 30 Nov 2018)	1 (EA)	23 Nov 2018	RM10.00 MYR	RM10.00 MYR

5. Click on **Submit.**

6. PO status changed to **Confirmed.**


Create Order Confirmation ▾
Create Ship Notice
Create Invoice ▾
Print ▾
Download PDF
Download CSV
Resend
Order Detail
Order History
B|BRAUN SHARING EXPERTISE

Purchase Order: 4000000127

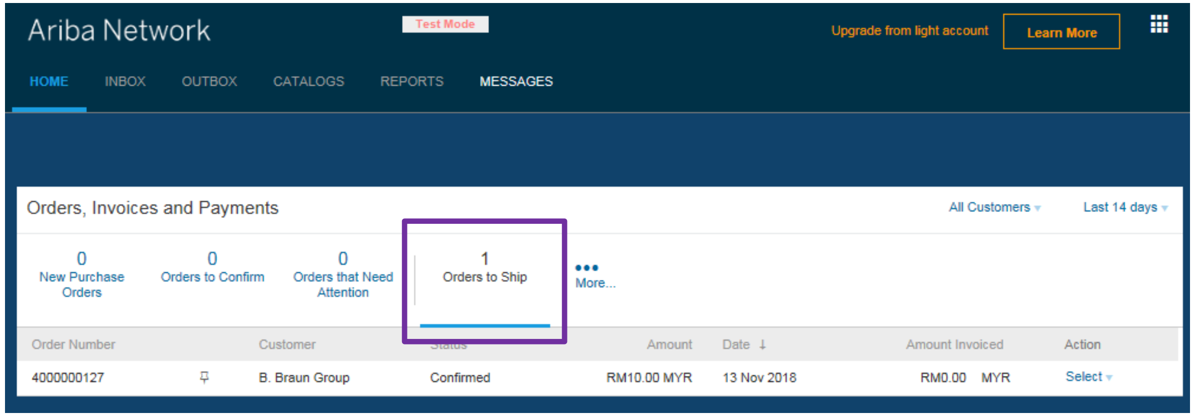
From:
B.Braun Medical Industries Sdn. Bhd. (Co. Reg. No. 19051-M)
Phase 2, Bayan Lepas Free Industrial Zone
10810 Bayan Lepas
Penang
Malaysia

To:
Ariba Dummy Supplier-TEST
532-C Tanjung Bungah,
11200 Tanjung Bunga

Malaysia
Phone:
Fax:
Email: ebuy-usersupport.my@bbraun.com

Purchase Order
(Confirmed)
4000000127
Amount: RM10.00 MYR
Version: 1

Process Order – Confirm entire order



Orders, Invoices and Payments

0 New Purchase Orders	0 Orders to Confirm	0 Orders that Need Attention	1 Orders to Ship

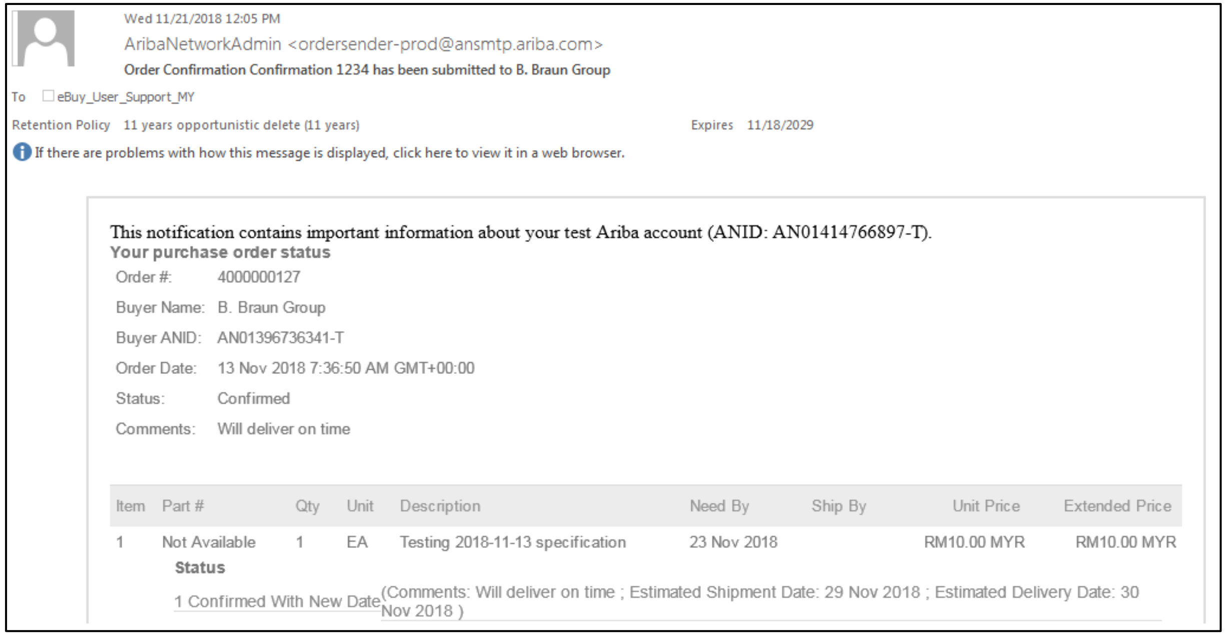
Order Number	Customer	Status	Amount	Date ↓	Amount Invoiced	Action
4000000127	B. Braun Group	Confirmed	RM10.00 MYR	13 Nov 2018	RM0.00 MYR	Select

7.

The confirmed PO will be updated into **Orders to Ship**.

8.

B.Braun requester received the order confirmation.



Wed 11/21/2018 12:05 PM

AribaNetworkAdmin <ordersender-prod@ansmtp.ariba.com>

Order Confirmation Confirmation 1234 has been submitted to B. Braun Group

To ☐ eBuy_User_Support_MY

Retention Policy 11 years opportunistic delete (11 years) Expires 11/18/2029

If there are problems with how this message is displayed, click here to view it in a web browser.

This notification contains important information about your test Ariba account (ANID: AN01414766897-T).

Your purchase order status

Order #:	4000000127
Buyer Name:	B. Braun Group
Buyer ANID:	AN01396736341-T
Order Date:	13 Nov 2018 7:36:50 AM GMT+00:00
Status:	Confirmed
Comments:	Will deliver on time

Item	Part #	Qty	Unit	Description	Need By	Ship By	Unit Price	Extended Price
1	Not Available	1	EA	Testing 2018-11-13 specification	23 Nov 2018		RM10.00 MYR	RM10.00 MYR

Status

1 Confirmed With New Date (Comments: Will deliver on time ; Estimated Shipment Date: 29 Nov 2018 ; Estimated Delivery Date: 30 Nov 2018)

Support

Email us at ebuy-procurement.in@bbraun.com

Ariba User Guide – Register for a light account and send an order confirmation

More information on Ariba Network Supplier Training