



# Supplier Information Session on Ariba

Global Supply Management

March 2020

# Agenda

- Speaker Introductions
- Entegris Ariba Initiative Overview
- Expectations with Ariba Go-Live
- FAQs, Q&A, Help/ Assistance

# Introductions



Rowena Sy-Santos

Manager for Indirect Procurement Support

# Initiative Overview

Entegris is enhancing and further automating our transaction process. This will create efficiencies to allow us to spend greater time partnering with our suppliers in a more strategic nature to drive mutual benefits.

- Ariba will be used for all Indirect expenditures and will provide suppliers with an option to utilize a catalog where applicable. This creates a good opportunity for suppliers to further expand their presence across the greater Entegris environment.
- Suppliers are encouraged to sign-up for a free Ariba Standard account to automate the way you interact with us. Choose from whatever enablement method is best for your organization (Enterprise or Standard).
- The system will Go Live on March 22, 2020. All Indirect Purchase Orders will be sent through Ariba Network
- No change in how Direct Purchase Orders are sent to you today.
- No change in how invoices are submitted today.

# Ariba Network

## World's largest trading community of over \$1 trillion

- Help active Global 2000 buyers find your products and services
- Get expertise, experience, and advice



## Single point for business collaboration

- Manage leads, proposals, contracts, orders, invoices, and payments
- Collaborate with multiple customers



## Works with how you do business

- Access a wide range of transaction options
- Use many browsers, formats, languages, and currencies



# Expectations with Ariba Go-Live

Our Ariba go-live is March 22, 2020. We will use Ariba for all Indirect spend.

1. Our PO prefix number will change from 4500xxxxx to 4000xxxxx.
2. **Non-Ariba Network suppliers** will start receiving Entegris POs via email address: **ordersender-prod@ansmtp.ariba.com**. Please make sure this email address is not blocked. (No change in Direct POs, if applicable to you.)
3. **Ariba Network suppliers** should expect to receive Entegris PO via Ariba Network.
4. No Change in invoice process. This will remain as it is today.

# Example of an Ariba Purchase Order



**ORDER NO. 400002886**

Issued on Wednesday, March 4, 2020 EST  
 Created on Wednesday, March 4, 2020 EST by Vinay Reddy Varakantham on behalf of Vichitra Sae Tan

**SUPPLIER:**  
 SEVENTH HEAVEN KTV AND CAFE PTE LTD  
 1A TAMPINES STREET 92  
 SINGAPORE 528882  
 Singapore  
 Phone: +65 65380312

**TOTAL AMOUNT**  
 \$10,000.00 USD

**SHIP TO (PLANT):**  
 ENTEGRIS ASIA PTE LTD.  
 31 KAKI BUKIT ROAD 3  
 SINGAPORE 417818  
 Singapore  
 Phone: +65 1  
 Fax: +65 1

**BILL TO:**  
 ENTEGRIS SINGAPORE PTE LTD  
 30A KALLANG PLACE 13-01 SINGAPORE  
 SINGAPORE 339213  
 Singapore  
 Phone: +65 1

**DELIVER TO:**  
 Vich

Payment Terms: NET 60  
 FOR QUESTIONS ON THIS PO, CONTACT: Hee.SuNee@Entegris.com  
 Routing Guide: [http://www.entegris.com/Resources/assets/Singapore\\_Routing\\_Guide.pdf](http://www.entegris.com/Resources/assets/Singapore_Routing_Guide.pdf)  
 ALL INVOICES MUST BE EMAILED TO: Singapore.AP@entegris.com

Line Item Text:  
 Requester: Vichitra Sae Tan  
 PR No.: PR7025  
 Shipping Instructions: 01 - GROUND  
 Unloading Point: b1  
 incoTerm:  
 incoTermLocation:

**LINE ITEM DETAILS (1 LINE ITEM)**

NO.	DESCRIPTION	PART NUMBER	QTY	NEED-BY DATE	UNIT PRICE	DISCOUNT	NET AMOUNT	CHARGES	TAXES	AMOUNT	ORDER CONFIRMATION STATUS
1	Supplies		1,000	Tuesday, March 31, 2020 EDT	\$10.00 USD		\$10,000.00 USD		\$0.00 USD	\$10,000.00 USD	Unconfirmed

Full Description: Supplies

TAX CODE	TAXES	RATE	TAX AMOUNT	AMOUNT
	SG Tax on	0.0%	\$0.00 USD	

New location for the following details :

PO Contact

Routing Guide

Invoice / AP Contact



# Transacting in Ariba

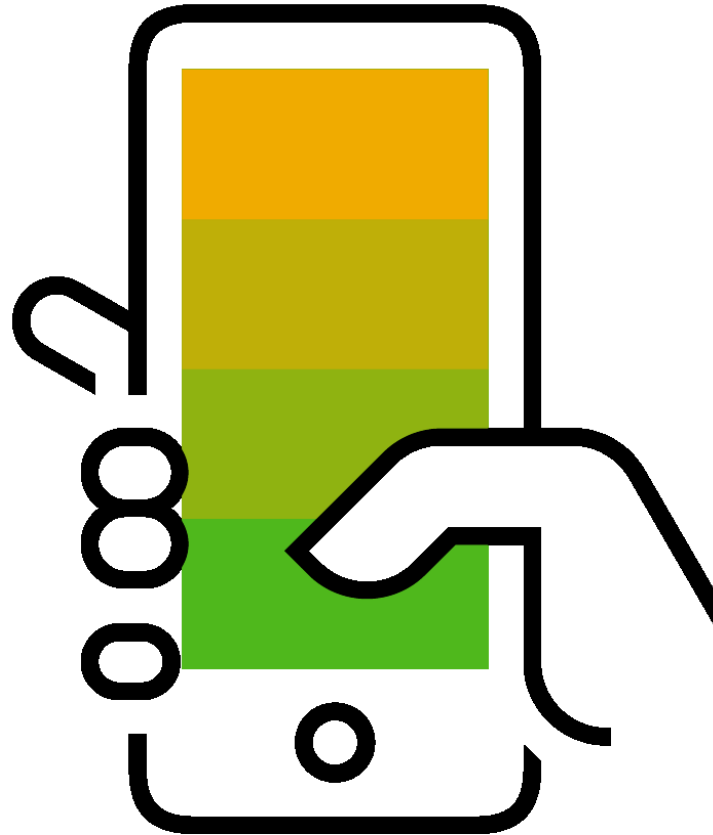
## 1. SAP Ariba Supplier Mobile APP

### Business Insights

- PO Trending
- PO by Entegris

### Real Time Alerts

- View Network Activity
- Push Alerts for Critical Events



[Apple iTunes App Store](#) or [Google Play](#)

### Monitor Key Activity

- View PO Information
- Search Using HANA

### Work On-The-Go

- Confirm PO
- Pin Documents For Later



# Transacting in Ariba

*Entegris prefers suppliers to sign-up for a free Ariba Standard Account to allow for Order Confirmation & Ship Notice.*

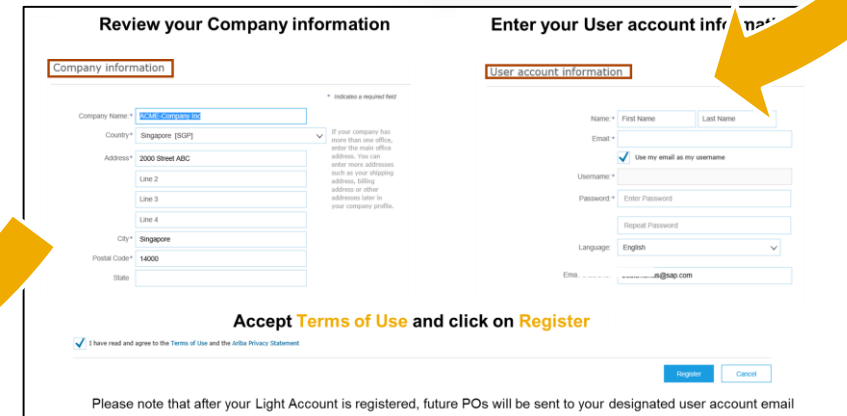
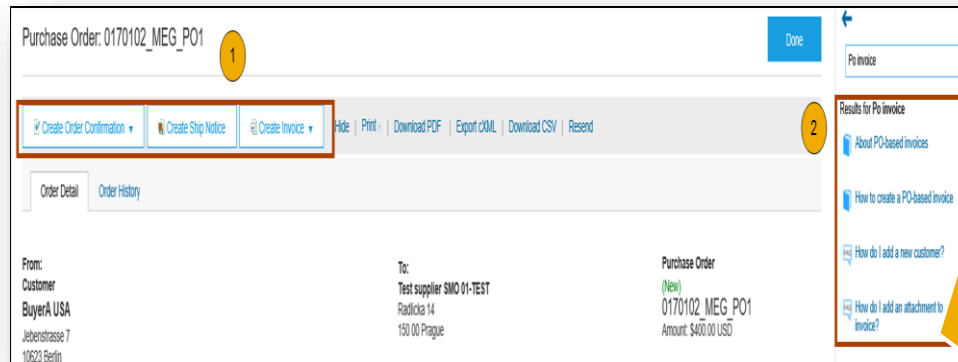
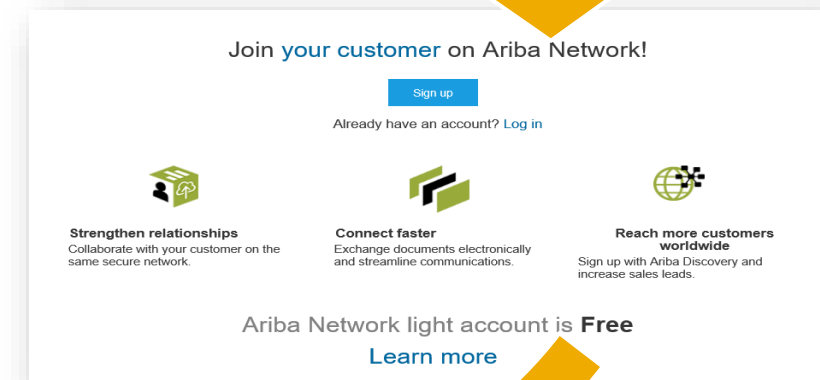
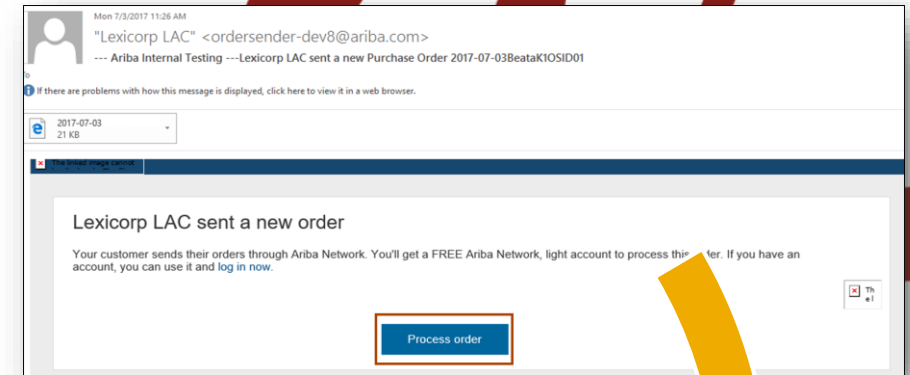
## 2. Receive interactive email Purchase Order

**Step 1:** Click "Process Order"

**Step 2:** Sign up for Standard Account (or use your existing Standard Account by clicking Log In)

**Step 3:** Configure Account, Accept Terms of use and register. Please note that after your Standard Account is registered, future POs will be sent to your designated user account email

**Step 4:** Transact with us using Standard Account-- *Create Order Confirmation, Create Ship Notice to get started*



# FAQ: Am I required to register on the Ariba Network?



**A:** No, you are not required to register for an Ariba Network account to transact with us. But suppliers are encouraged to sign-up for a free Ariba Standard account to interact with us. Choose from whatever enablement method is best for your organization.

You have the opportunity to add a catalog with us if you have an Ariba Network account.

You will be sent an interactive PO email from us with a link to register to the Ariba Network.

(See appendix for a comparison between an Enterprise and Standard account).

# FAQ: I Already Have An Enterprise Account. What Does This Mean For me?



**A:** If you've previously registered a standard account or full-use account on Ariba Network to transact with a different customer, you have the option to add the transactions with Entegris to your existing account.

To add our purchase orders to your existing account:

1. In the purchase order email notification, click Process order and then click Log in on the standard account landing page.
2. Log in with the administrator username and password for the existing account.

# FAQ: Are POs I've received prior to Ariba still valid?



**A:** Yes. Open POs received prior to Ariba are still valid and you can continue to invoice against them using the current process.

Invoices against Ariba POs will follow current invoicing process.

# Support Options for Assistance

If you should have any future questions, please reach out to:

[IndirectProcurement@Entegris.com](mailto:IndirectProcurement@Entegris.com);

Or the Entegris contacts listed on the Purchase Order;

Or visit our Ariba Supplier Portal

<https://supplier.entegris.com/>

For Ariba Network account suppliers:

Help Center

Or the Standard Account Support Page

<https://support.ariba.com/ariba-network-light-account>

# Appendix



# Transacting in Ariba

**Option to setup an Ariba account once you receive your first Entegris PO sent through the Ariba Network.**

- Standard Account - Free to signup and use. Basic Account that gives you access to Ariba Network, Receive interactive email purchase orders. Intended for low volume suppliers.
- Enterprise Account - Charges based on usage. Document exchange (purchase orders, etc), Automation through Integration, Electronic Catalogues, Legal archiving, Reporting, SAP Ariba support

# Standard Vs. Enterprise Account On Ariba Network

Features	Standard Account	Enterprise Account
Access	Through email notifications	Online dashboard
Company Profile	✓	✓
Purchase Order, Order confirmation (full & partial), Ship Notice, Service Entry Sheet, (Non-PO) Invoice, Credit Memo	✓	✓
Electronic Catalogs	✗	✓
Invoice status	Email notifications	Outbox with easy access from any browser
Legal Archive	Email notification and online download	<ul style="list-style-type: none"> <li>• Long-term invoice archiving for global compliance (Regional restrictions apply)</li> <li>• Capability to mass download invoices for local archiving</li> </ul>
Ariba Support	Online Help Center	<ul style="list-style-type: none"> <li>• Support via phone, chat, or email</li> <li>• Direct access to enablement experts for onboarding assistance</li> <li>• Technical support for configuration and integration assistance</li> <li>• Online educational training courses</li> </ul>
Integration	✗	✓
Reporting	✗	✓
Multiple customer relationships	✓	✓
Multi users	✓	✓
Mobile App	✓	✓
Ariba Discovery	✓ Fees may apply to respond to leads. <a href="#">Click here</a> for more information.	✓ Fees may apply to respond to leads. <a href="#">Click here</a> for more information.
Fees	FREE	Fees may apply, <a href="#">See complete details</a> .



# FAQ



**Q: What is standard account capability on Ariba Network?**

A: Ariba Network, standard account capability is a new, fast, free way to automate business with any buyer. Support for most transaction types helps maximize efficiency and meet buyer compliance requirements. There is no need to upgrade, unless you are ready for advanced capabilities such as support for catalogs, back-end integration or to manage larger document volumes through online access

**Q: How can I access this new capability?**

A: Your customer must send you a standard account invitation to transact with them using this methodology. Or if you self register on Ariba Network, SAP Ariba Discovery or you are invited to SAP Ariba Sourcing solutions and do not have or use an existing account (ANID) you can register and will be started at the Ariba Network, standard account capability level. In the latter case you will not exchange orders and invoices with your customer unless they establish a relationship with your account first but you can use other functionality.

**Q: What document types are supported for this free account?**

A: Suppliers transact unlimited documents such as orders, order confirmation (OC), advance ship notices (ASN), and service entry sheets (SES), PO-invoices using PO-Flip (convert orders into an e-invoice with the simple click of a button), non-PO invoices and credit memos, invoice status notifications, payment proposals, and remittance details.

**Q: What if I have already signed up for Ariba Network? Can I switch to standard account?**

A: If you are already using Ariba Network with a buyer, we recommend that you continue using this transaction method. There is no direct way to change an Ariba Network subscription (full-use account) to a standard account.

# FAQ



**Q: How do I create documents against purchase orders from my customer?**

A: To process a purchase order, you need to click the *Process Order* button in the purchase order email notification.

After you [register](#) or log in to your Ariba Network standard account, you are taken to the purchase order details page, where you can create documents like order confirmations, ship notices, and invoices against the purchase order.

**Q: What should I do if my registration confirmation link is expired?**

A: If the confirmation link expired immediately after receiving the email, please log in to your account directly at <https://supplier-2.ariba.com>

If the confirmation is accepted, you will be able to view your account. If you are unable to access your account, you can request to resend the confirmation email.