# Ariba Network Supplier Guide

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Ariba Overview

LANL is Moving to the Ariba Network

LANL is transitioning to the Ariba Network to provide a more efficient electronic transaction experience that will allow us to collaborate seamlessly with suppliers. The implementation offers one portal for LANL to collaborate effectively with suppliers when we buy, invoice, select, negotiate agreements, and manage information and relationships—all in a simple, compliant, and efficient manner.

Transacting electronically on the Ariba Network will soon be a standard part of doing business with LANL. This new platform will allow many of our suppliers to move away from paper-based and manually transmitted purchase orders (POs) and invoices currently associated with our LANL system. Also, LANL will use Ariba and Ariba Discovery for future solicitations and awards.

For more information: Procurement Transformation at LANL – An Introduction Video for Suppliers

Benefits of the Ariba Network

Some of the benefits your company will experience with the Ariba Network include

- More efficient and accurate PO and invoice processes that are completely electronic
- Easy and secure administration of information, including a searchable document archive
- Increased visibility and transparency in procurement transactions
- Time and money savings by eliminating paper and manual processing
- Access to status of all LANL business transactions 24×7
- More timely receipt of payments

For more information, see A Day in the Life: Supplier with SAP (2:24), Getting Started on the Ariba Network.

Ariba Network Account Types

Standard Accounts

LANL will invite most suppliers to register on the Ariba Network via a Standard account. No fees are associated with establishing an Ariba Network Standard account. If you onboard with a Standard account in the Ariba Network, you will have the option to upgrade to an Enterprise account later if you choose.

Some of the key features of Standard accounts include the following:

- Access your Standard account using emails and notifications; retain email communication to respond to POs and notifications and for archiving
- Transact documents such as orders and order confirmations; convert POs into electronic invoices; create non-PO invoices and credit memos
- Access to Ariba Support via an online help center
- Create user accounts with permissions for different roles in your company
- Free - no fee
Enterprise Accounts

No fees exist at this time for Ariba Network Enterprise accounts for our small business catalog vendors or for our staff augmentation vendors transacting in Fieldglass. If you have an Ariba Network Enterprise account that does not fall into one of the two categories identified here, you may be required to pay the subscription and transaction fees when transacting on the Ariba Network.

Some of the key features of an Enterprise account include the following:

- Receive and manage orders and invoices, including past orders and invoices, from multiple customers in one online dashboard
- Create and export reports; archiving capabilities
- Access to Ariba Support via phone, chat, or email; access to online training courses
- To improve order accuracy, publish catalogs that detail your products and services

To learn more about the Ariba Standard and Enterprise account types, visit Ariba Network accounts and Pricing.

Ariba Technical Requirements

See this guide for the latest technical requirements from SAP, including information such as a list of supported browsers.

Supplier Onboarding

Invitation

Existing Suppliers

When registering in the Ariba Network and connecting to LANL, existing LANL suppliers will receive important communications and instructions from LANL and Ariba. We appreciate suppliers’ prompt action on all communications and requests regarding this initiative.

Continue to use the current procurement system until you receive a communication.

New Suppliers

New suppliers wanting to do business with LANL should request an invitation to register with LANL. Registration will be a necessary step to do business with LANL.

Onboarding Steps

Receive Project Notification Letter

All existing LANL suppliers will receive a Project Notification Letter with instructions for joining the Ariba Network and an invitation to a Supplier Summit.

Attend a Supplier Summit

This web-based event features a live Q&A with experts from LANL and Ariba to explain the transition to Ariba and what it means for suppliers.
Register for a **Standard Account Summit Training** or an **Enterprise Account Summit Training**.

**Register in the Ariba Network**

Suppliers need to complete the supplier registration in the LANL Supplier Lifecycle and Performance module.

**Request an Invitation to Register in the Ariba Network**

If you have not received an invitation to register with LANL, you may request one [here](#) (link may take up to 30 seconds to load).

Note: If you have already completed a registration request, please do not submit additional requests.

1. Complete required sections (indicated with red asterisks), including supplier name, main address, supplier contact information, and additional information. It is recommended that you fill out as much information as possible.

   a. The categories field is searchable. Select as many categories as relate to your company.

   b. Providing an accurate and thorough list of categories for the products and services your company can provide will assist LANL users in identifying your company as a potential supplier when making purchases from those categories.

   c. The categories section is a required field. The Ariba Network uses United Nations Standard Products and Services Codes (UNSPSCs) for automation on this section. Use the UNSPSC website [https://www.unspsc.org/](https://www.unspsc.org/) to search for your company, services, or products. You can then copy and
paste the eight-digit category code(s) from the UNSPSC website into the category section on the Ariba Supplier Request.

i. **Step One (example only):** Search for your service or product on the UNSPSC home screen.
ii. **Step Two (example only):** Find your product(s) or service(s). You can copy and paste the eight-digit category code from the UNSPSC website into the category section on the Ariba Supplier Request.
iii. **Step Three (example only):** Paste the category code into the Ariba Supplier Request. (Allow the code time to populate.) You can add as many products and services as needed.
iv. **Step Four (example only):** Click on the appropriate service or product until a grey drop-down answer appears.
2) When the request form is complete, press Submit on the bottom right.
3) A confirmation screen will appear showing that the request was submitted.

4) You will also receive a confirmation email.
Upon receipt, the LANL Supplier Management Team will review and may approve your supplier request. If approved, the LANL Supplier Management Team will follow up by sending an invitation to register to the email address you listed in your request.

Complete the Supplier Lifecycle and Performance Registration Questionnaire

When it is time to initially complete or review and update your registration questionnaire, Ariba will generate an email notification similar to the following:

1) When you receive the email, please click on the link **Click Here** to create an account. Proceed to next step.

   a. The email link has an expiration date for security reasons. If you click the link and receive an error message similar to the one below, please reach out to the Supplier Management Team to resend the registration.
2) After you click on the link to register, you will have the option to sign up for a new Ariba Network account or log into an existing Ariba Network account (if used already by your company).
3) If you opt to sign up for a new account, you will be prompted to this screen. Please fill out all required fields. Click Create account and continue to proceed.

TIP: To find the “Products and Service Categories” & “Ship-to or Service Locations,” use the browse to search for your company categories.
4) After completion, you will receive an email confirmation that you created an Ariba Network account.

5) If your company already uses an Ariba Network account, please Log in and continue.
6) You are at the Supplier Registration Questionnaire. Please fill out all of the required fields by scrolling down through the entire registration. (Depending on how you answer the registration, a minimum of 53 fields is required for successful completion.)

7) You have 30 days to complete the registration; the time remaining is displayed in the top right corner of the screenshot above. If you need to save your progress and complete the questionnaire later, click Save Draft, and return at a later time. You will need to log back into the Ariba Network to finish the Supplier Registration Questionnaire.

8) To complete the registration successfully, click Submit Entire Response at the bottom left of the screen.
9) When completed, confirm by clicking **OK**.

10) You will then see that your registration has been submitted and is pending approval from the LANL Supplier Management Team.
11) You will also receive a confirmation email when your registration is approved.

Account Activation

Suppliers create an Ariba Network account. Then, for Enterprise accounts, suppliers accept the Trading Relationship Request (TRR) received via email. For Standard accounts, suppliers process an order from the initial interactive PO received via email (Standard accounts) to activate the Ariba Network account with LANL. (Note: POs will be received after system Go-Live.)

Configure Ariba Network Accounts

SAP Ariba has provided instructions on configuring your Ariba Network account here: https://support.ariba.com/Adapt/Ariba_Network_Supplier_Training/#/

Once you click on the link above, you’ll be prompted to select a language.
Next, click on the Account Administration topic.

To view instructions on the various configuration tasks, on the Account Administration page, scroll down to the Basic Configuration Settings and Advanced Configuration Settings sections.
Basic Configuration Settings

Click the items below to complete the configuration of your Ariba account. Refer to the instructions from your Buyer customer to know which sections are mandatory within a given relationship.

- Complete Your Profile
- Configure Your Email Notifications
- Complete Enablement Tasks
- Select Electronic Order Routing Method
- Select Electronic Invoice Routing Method
- Invoicing Tax Information
- Invoice Archival
- Configure Your Remittance Information
- Set Up a Test Account

Additional Settings

Below items give you more options to further adapt your Ariba Network account to the structure and needs of your company.

- Account Settings
- Review Your Relationships - Current and Potential
- Account Users and Administrator
- Create Roles and Users (Administrator Only)
- Edit and Modify Users (Administrator Only)
- Managing Multiple Accounts - Account Hierarchy
- Managing Multiple Accounts - Multi-Org

Start selling products and services on Ariba!
Ariba Proposals and Questionnaires

Information in this section describes actions within the Ariba Proposals and Questionnaires portion of your Ariba Network account. In SAP documentation, you may also see this section of your account referred to as Strategic Sourcing. You can see which section of your Ariba account you are currently in by looking at the top left corner of the screen.

A: To navigate to Ariba Proposals and Questionnaires, click the down arrow.

B: Select Ariba Proposals and Questionnaires from the list of options.

Updating and Renewing your LANL Registration

You may update the information in your Supplier Registration Questionnaire at any time. Simply log into your Ariba Network account, ensure that you are in the Ariba Proposals and Questionnaires section, and locate the Registration Questionnaires section.

A: Click on the title Supplier Registration Questionnaire.
B: You can review your initial responses to determine whether you need to submit an update.

C: Click the Revise Response button to update your answers.

D: Click OK to confirm that you would like to revise your response.
E: After you’re finished updating the questionnaire, click the **Submit Entire Response** button.

F: Click **OK** to confirm that you are ready to submit your revised registration.

G: Your registration questionnaire changes must be approved by LANL. If you reopen the Supplier Registration Questionnaire immediately after submitting changes, you will still see your original, approved answers. After the LANL Supplier Management team has approved your changes, you will instead see your revised, approved answers when you open the Supplier Registration Questionnaire.

H: You will be notified via email when your Supplier Registration Questionnaire revisions are approved.
LANL will periodically require that you review and update the information in your Supplier Registration Questionnaire. You will receive an email notification when this update is required.

**Supplier Lifecycle and Performance Qualification**

The LANL Supplier Management team may request that you complete a qualification questionnaire. This request will generate an email notification to the same individual who completed the registration questionnaire.
A: Use the **Click Here** link to access the qualification questionnaire. You will be prompted to enter the username and password you already set up for your Ariba Network account.

B: First, download and review the Code of Conduct for Suppliers and Subcontractors of Los Alamos National Labs.

C: Review and answer all required questions.

D: Click **Submit Entire Response** when finished.
E: Click **OK** to confirm that you would like to submit the response. Your completed qualification questionnaire has been returned to the ASM Supplier Management Team for review. You will receive an email notification when they approve your qualification or ask for additional information.

Supplier Lifecycle and Performance Modular Questionnaires
Supplier Location Data Questionnaire

LANL’s Finance and Accounting Department may ask you to complete the Supplier Location Data questionnaire to identify your remit-to locations to facilitate invoice payment. If you are invited to complete this questionnaire, you will receive an email notification. (Please note that you must respond to this questionnaire before you will be able to create an invoice in Ariba because the questionnaire is used to establish your remit-to address.)

A: Click the **Submit questionnaire** link in the email to navigate to the Supplier Location Data questionnaire. (You can also open the questionnaire by logging in to the Ariba Network, navigating to
the Ariba Proposals and Questionnaires section of your account, and clicking on the questionnaire title under the Questionnaires header.)

B: If you are not already logged into the Ariba Network, you will be prompted to enter your username and password.
C: If you did not use the email link to open your questionnaire, click the **Supplier Location Data** title in the Questionnaires section of your Ariba Proposals and Questionnaire account. If you did use the email link, this step is not necessary.

D: At a minimum, provide an address and contact information for your Remit To location.

E: Determine whether LANL should maintain records of multiple purchasing or payment sites. If you answer “no,” POs will always list the address you entered on your Registration Questionnaire and invoices will always list the Remit To address you provided in question 1. Note: This questionnaire will remain open for updates after you’ve completed it. You can specify additional locations in the future if needed.

F: If you indicate that you will transact with LANL from multiple physical locations, a follow-up question will appear. Click on **Add Additional Location Details**.

G: Click the **Add Additional Location Details** button to add your second location address.
H: Complete all required information on your second location.

I: If you need to add a third location, click **Add an additional Additional Location Details**. Continue to click this button and complete the required fields that appear until you have added all applicable locations.

J: Click **Save** when you are finished.

K: Attach a completed W-8 or W-9.

L: Finally, click **Submit Entire Response**. Your questionnaire will be routed to LANL’s Finance and Accounting department so that they can update your records for invoice payments. If Finance and Accounting has questions or needs additional information, you will receive an email notification. After
your record has been successfully updated, you will receive a notification indicating that your questionnaire was approved.

EFT Authorization Questionnaire

LANL’s Treasury Department may ask you to complete an electronic funds transfer (EFT) Authorization Questionnaire. Completion of this form by an authorized signer on your organization’s bank account allows LANL to send your invoice payments electronically rather than by mailing a paper check. If you are invited to complete this questionnaire, you will receive an email notification.

A: Click the Submit questionnaire link in the email to navigate to the EFT Authorization Questionnaire. (You can also open the questionnaire by logging in to the Ariba Network, navigating to the Ariba Proposals and Questionnaires section of your account, and clicking on the questionnaire title under the Questionnaires header.)

B: If you are not already logged into the Ariba Network, you will be prompted to enter your username and password.
C: If you did not use the email link to open your questionnaire, click on the **EFT Authorization** title in the Questionnaires section of your Ariba Proposals and Questionnaire account. If you did use the email link, this step is not necessary.

D: LANL must obtain EFT Authorization from an individual who is an authorized signer on the account to which ACH credits for invoice payments should be sent. If you are not an authorized signer, answer “no” to question 1.1.

E: Provide the contact information for an authorized signer who can complete this questionnaire.
F: Finally, click **Submit Entire Response**. The LANL Supplier Management Team will review your response and resend the EFT Authorization questionnaire to the individual you listed in questions 1.3 through 1.6. You may receive an email notification stating that your questionnaire has been denied, but do not be alarmed. The Supplier Management Team simply needs to deny this version of the questionnaire so that they can send a new one to the correct individual.

G: If you are an authorized signer, please indicate whether you have a domestic bank account to receive ACH credits for invoice payments. If you do not have a domestic bank account, LANL cannot make ACH payments.
H: Review the authorization statement and select whether or not you agree.

I: Provide the Financial Institution Name, Account Type, ABA Routing Number, and Account Number for the account where you are authorizing LANL to send invoice payments.

J: Please attach a voided check or a letter of banking information confirmation from your bank.

K: Finally, click Submit Entire Response. If you indicated that you do not want to use electronic payments at this time, the questionnaire will remain open for updates. You may return to it to provide bank account information and EFT authorization at any time in the future.

If you chose to authorize electronic funds transfers, your questionnaire will be routed to the LANL Treasury department for review and approval. If the treasury department has any questions or needs you to correct information on your questionnaire, you will receive an email notification. When you receive an email notification stating that your questionnaire has been fully approved, your payment information has been successfully updated in LANL’s system.

Other Questionnaires

LANL may implement the use of additional questionnaires in Ariba Supplier Lifecycle and Performance as we continue to digitize our procurement processes. This section covers the information common to all
Ariba Supplier Lifecycle and Performance Questionnaires and provides information on how to ask for help.

If you are invited to complete another type of questionnaire, you will initially receive an email notification.

A: The questionnaire name is displayed in the email notification here.

B: You can go directly to the questionnaire by clicking on the **Submit questionnaire** link.

C: If you access the questionnaire without using the link in your email notification, simply click on the questionnaire title in your Ariba Network account (in the Proposals and Questionnaires section).

D: Once you are in the questionnaire, review and answer all questions. Questions may be conditional and appear only when relevant based on the answer(s) to other question(s).

E: If you have a question about the questionnaire, you can contact the sender by clicking the **Compose Message** button.
F: You will receive an email notification when you receive a response to your message. You can also view a record of the conversation by using the Event Messages link in the top left corner.

G: When you are finished answering all questions, click Submit to return the questionnaire to LANL.

Adding Team Members to Supplier Lifecycle and Performance Questionnaires

If your organization has multiple Ariba Network accounts for different employees, you may wish to make one or more Supplier Lifecycle and Performance Questionnaires (Registration, Qualification, and the various Modular Questionnaires) available for viewing or updates by others.

To do this, begin by logging in to the Ariba Network and ensuring that you are in the Ariba Proposals and Questionnaires section.

A: Click on the title of an SLP questionnaire to open it.

B: Select Response Team in the top left corner of the screen.
C: Click **Add**.

D: Click the check box next to the name of any other members of your organization who should have access to the questionnaire.
E: Click **OK** on the Add Team Members pop-up window.

F: Click **OK** on the Response Team screen. The questionnaire is now available for action by another member of your organization.

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**Participating in an RFI Event**

See SAP's guide to [Participating in Sourcing Events](#) and the section [Topics about responding to RFIs](#).

You may also find the following tutorial videos from SAP helpful:

- [Responding to prerequisite questions](#)
- [Participating in events](#)
- [Responding to RFIs](#)
Participating in an RFP Event
See SAP’s guide to Participating in Sourcing Events and the section Topics about responding to RFPs.
You may also find the following tutorial videos from SAP helpful:
- Responding to prerequisite questions
- Participating in events
- Responding to RFPs

Participating in an Auction Event
See SAP’s guide to Participating in Sourcing Events and the section Topics about participating in Auctions.
You may also find the following tutorial videos from SAP helpful:
- Responding to prerequisite questions
- Participating in events
- Participating in Auctions

Participating in a Tactical Sourcing Event
What is Tactical Sourcing?
Casual Buyers at LANL will use Guided Buying to send a form directly to the supplier(s) specified. Suppliers will review the information provided and respond with a quote. After the quotes are returned to the LANL Casual Buyer, the Casual Buyers are able to review the quotes in Guided Buying and select an awardee. This action converts the form into a requisition. The Supplier will wait while the requisition is routed internally for approval before it becomes a PO. When this activity is complete, the PO is returned to the awarded supplier. SAP Ariba refers to this method of obtaining quotes as Tactical Sourcing.

Step-by-Step Instructions for Tactical Sourcing
LANL Casual Buyers complete required sections of the Goods Under 10K RFQ form.

**Title:** LANL Casual Buyers will create a title that describes the item they would like to purchase.

**Respond by date:** LANL Casual Buyers will provide a reasonable time for you to review and respond with a quote.

**Detailed Information:** LANL Casual Buyer’s description of the item they would like to purchase from you, which should include sufficient detail here or in the attachments section for you to understand exactly what they would like to purchase.

**Contact Information:** Contains in the Requester’s name (the LANL Casual Buyer) their phone number and email address.

**Attachments:** Uploaded files are optional.

**Suppliers:** LANL Casual Buyers will select more than one supplier to ensure that they are getting the best price and delivery dates for the item they intend to purchase.
A: Supplier will receive an email inviting them to participate in an event called a “Tactical Sourcing Request.”
B: Suppliers can access their dashboard by selecting Ariba Proposals and Questionnaires.
C: Suppliers can access the Events and take note of events in which they have participated and those that are open. Select the event to continue.

D: Click on the event; in this example, you have selected RFQ254.
E: Select Intend to Participate.

F: From this screen, you can select Download Content, Select Lots, or Print Event Information.
G: **Select Lots** allows you to confirm the items on which you intend to provide a bid. In cases where more than one lot is available, you can select one or more lots.

H: Continue by filling out each field, providing a complete response to the RFQ. Although fields for shipping and tax appear in the RFQ response (as seen in the following picture), Suppliers should not use these fields to add shipping or tax to a requisition. LANL’s configuration of Ariba Sourcing drops these charges when the LANL Casual User/Requester converts the RFQ form into a requisition.

Include any additional costs, such as shipping and tax, in the price of the item that is being quoted in your response.
I: After completing all fields, you can choose to:

1. Submit Entire Response
2. Update Totals
3. Save Draft
4. Compose Message
5. Excel Import

I1: Submit Entire Response
J: Confirm your submission by selecting OK.
K: You will then see that your response was submitted successfully. If you select Done, you are taken back to the home screen for additional actions in your queue.

Supplier Performance Management Scorecards

If you are selected to participate in Ariba Supplier Performance Management, scorecards that show your score on each of the goals your company has established with LANL will be published periodically to your account.

A: To view a scorecard, log in to your Ariba Network account and ensure that you are in the Proposals and Questionnaires section.
B: Scroll down to the Scorecards section.

C: You can review the Performance From and To dates to understand the time period to which the scorecard applies. Scorecards will typically cover a consistent time period (published once per quarter, once per year, etc.).

D: Each Scorecard will have a title, which typically includes the month and year when that scorecard was published. Click on a scorecard’s title to open it.

<table>
<thead>
<tr>
<th>Scorecards</th>
<th>ID</th>
<th>Project Title</th>
<th>Performance From</th>
<th>Performance To</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPARS Scorecard</td>
<td>Doc189728659</td>
<td>April 6 Test 5</td>
<td>04/05/2021</td>
<td>04/04/2021</td>
</tr>
<tr>
<td>CPARS Scorecard (Apr 2021)</td>
<td>Doc189738537</td>
<td>April 5 Test 5</td>
<td>03/28/2021</td>
<td>03/30/2021</td>
</tr>
</tbody>
</table>

E: The name of each goal (referred to as a Key Performance Indicator [KPI] in Ariba) is listed in bold.

F: The weight column describes how the score for each KPI is weighted relative to the others in your overall grade. In this example, the weight of each KPI is equal, so no KPI’s grade has a greater effect on your overall grade than others do.

G: Your current score for each KPI is listed in the Grade column. Grades in red font are below the target grade set for that KPI.

H: Click **Done** to return to your Ariba Network account after reviewing your scorecard.
Ariba Contracts

Information in this section describes actions within the Ariba Contracts portion of your Ariba Network account. You can see which section of your Ariba account you are currently in by looking at the top left corner of the screen.

A: To navigate to Ariba Contracts, click the down arrow.

B: Select Ariba Contracts from the list of options.

Contract Negotiation

SAP Ariba facilitates communication between your organization and LANL Procurement Specialists during the contract negotiation phase. When a Procurement Specialist is ready to begin contract negotiation, you will receive an email notification similar to the one shown below.

A: You can open a copy of the draft contract from the email attachment if you would like to preview the file before logging in to the Ariba Network.
B: The task description section is automatically included in your email notification, but please note that these instructions are included on the negotiation task for our internal users (Procurement Specialists). You may disregard this section.

C: Under the highlighted header “The following notes might also be helpful to you:” you will see the comments or message the Procurement Specialist wrote to you.

D: Use the **Click Here** link to log in to your Ariba Network and go directly to the contract negotiation task.

E: If you do not use the link in your email to access the negotiation task, you can instead log in to your Ariba Network account and navigate to the Ariba Contracts section.

F: Your negotiation tasks will appear in your task list. All negotiation tasks will have the same name, but the Project name will identify each unique contract if you have multiple contracts with LANL in negotiation at the same time.
G: Click the task title **Negotiate with Supplier** to open the negotiation task.

H: Again, the task description shown in this section is written for LANL internal users. You may disregard the instructions included here.

I: If you have not already viewed the draft contract using the email attachment, click the down arrow to the right of the document name.

J: Select Download to view the draft contract.
K: If you would like any portion of the draft contract to be revised, select Create Counter Proposal.
L: Provide a message to the Procurement Specialist in the large textbox at the top of the screen.

M: Use the **Browse** button to attach your counter proposal.

N: When finished, click **OK**. The negotiation task will be removed from your task list and will reappear only if the Procurement Specialist responds with another counter proposal.
O: If the Procurement Specialist responds with another counter proposal, the negotiation task will reappear in your task list. You will also receive an email notification asking you to take action. Click on the task name to open it.
P: You and the Procurement Specialist may continue creating counter proposals until the negotiation is complete. When you are ready to accept the Procurement Specialist’s latest proposal, click on the **Accept Proposal** button.
Q: Type a message to the Procurement Specialist in the text box.

R: Click OK when finished.

S: If the Procurement Specialist accepts one of your counter proposals, you will receive an email notification similar to the one shown above. The Comment “Completed” will show by default, but the Procurement Specialist has the opportunity to edit this message as needed.
DocuSign

SAP Ariba works together with DocuSign to facilitate the collection of signatures on contract documents. When a LANL Procurement Specialist needs you to sign a document, you will receive an email notification similar to the one below. Use the link in the email to access, review, and sign the document.

SAP has provided the following information on How to Complete Signature Tasks.

If you are new to DocuSign, you can review their instructions on How to Sign a DocuSign Document.

Ariba Discovery

Information in this section describes actions within the Ariba Discovery portion of your Ariba Network account. You can see which section of your Ariba account you are currently in by looking at the top left corner of the screen.
A: To navigate to Ariba Discovery, click the down arrow.

B: Select Ariba Discovery from the list of options.

Ariba Discovery Postings

Los Alamos National Laboratory will begin using public sector postings in the Ariba Discovery tool to assist in publicizing our [business opportunities](#).

You can find more information on Ariba Discovery [here](#). Review SAP’s [Guide to Selling on SAP Ariba Discovery](#) for more information.

Ariba Network

Information in this section describes actions within the Ariba Network portion of your Ariba account. You can see which section of your Ariba account you are currently in by looking at the top left corner of the screen.
A: To navigate to Ariba Network, click the down arrow.

B: Select Ariba Contracts from the list of options.

Ariba Network Navigation

SAP Ariba has provided instructions on Ariba Network Navigation in the following locations:

- Tutorial – Overview of Ariba Network [https://uex.ariba.com/auc/node/248505](https://uex.ariba.com/auc/node/248505)
- Ariba Network [https://uex.ariba.com/auc/node/314864](https://uex.ariba.com/auc/node/314864)
- Introduction to the Dashboard [https://uex.ariba.com/auc/node/248469](https://uex.ariba.com/auc/node/248469)
Collaborative Requisitioning

SAP Ariba has provided training on collaborative requisitioning here: https://support.ariba.com/Adapt/Ariba_Network_Supplier_Training/#/

Once you click on the link above, you’ll be prompted to select a language.

Select Language Below

- English
- French
- Spanish
- German
- Portuguese
- Chinese
- Japanese
- Thai

Next, click on the Advanced Functionalities topic.
Finally, select the Collaboration Request subtopic.
Advanced Functionalities

Go beyond the typical Procure-to-Pay with these features, including Collaboration Request, Discount Management and Quote Automation.
Collaborative Requisition Email Notification

A: Example of Email

This notification contains important information about your test Ariba account (ANID: AN01654278546-7).

You have received a new collaboration request from LOS ALAMOS NATIONAL LABORATORY - TEST.

Title: Collaboration test 3-31-2021 creation date Request #: PR3280- R55 Buyer Name: LOS ALAMOS NATIONAL LABORATORY - TEST

Amount: $1,000.00 USD

Status: Request Routing

Received Date: 31 Mar 2021

Click the link below to view the request

https://service.ariba.com/Supplier.aw/ad/collabReqDetail?requestDocId=9000000000000000022408586&ang=Ariba&community=9

Sincerely,
The Ariba Team

https://www.ariba.com

Unsubscribe: https://service.ariba.com/Supplier.aw/ad/unsubNefn?targetPropertyName=transact&token=cPtKrVR52uMTYFCvqolEGWF3JeiDFlr9N%2FNgGyUs5%2Fy6%2Fz34MFWKTVju5pyjSOxkVCOFR2FciCPLZ5fisMqdr4xLJf1FpcqG09v%7QabzDECGUDEXGruf5sba5x8pl8R89yndjI8xmlQ4CQQD2Af3jY%2FJbhwNMS7jI7O%2eFSCePCdHOS12edfB4VrEWrn6G7I4rM3 cumBr8117PE7IHLfRcbob4%2Fg0e204K7i7JHLWpWHF1%2FqT89%2FbcyewK9V7jGAE%2F%2FJNMB0hSi8ur3ye1F0ptuy96FEC34xQBaOwetTSWF566%2FOD37Z777SRLYmyP15Xec2uqCGG310P0U50%2DbusrId-test-aribawf%40lanl.gov&nfrName=supplier.service.notification.collab.req.send
Respond to a Collaborative Requisition Submitted from B&I

B: Log into your account on the Ariba Network.

C: Access the Ariba Network from the main menu. Here, suppliers can respond to collaboration requests and invitations to collaborate on proposals for products or services on the Ariba Network.
D: Select **Collaboration Requests**.

E: From the list of collaboration requests, click a link in the **Request #** column for the collaboration request you want to review.

F: You can review collaboration requests and respond with a proposal.
G: After selecting the item, choose Respond.
H: Select the included items.

I: You may choose to exclude items when multiple items are displayed.
J: As the Supplier, you can modify the price.

NOTE: If you submit a proposed price that exceeds the value specified as the ceiling, you will receive an error “Limit: $1,700.00 USD Not to Exceed.”

K: LANL will have designated the price as one of the following:

Not to Exceed: Suppliers cannot propose a price greater than the mentioned price.

Negotiable: Suppliers can edit the price and propose any value.

Fixed: The price is fixed. Suppliers cannot edit the price.

If the LANL Staff Member specified a Not to Exceed value that you cannot meet, you may Decline the Request, explaining that you are unable to provide the requested item in the price range available, or Send a Message to the requesting staff member through the Collaboration Event. LANL Users have the opportunity to revise the value in the Price field or revise their requirements if notified that their initial estimate was unrealistic.
L: As the Supplier you may edit the following field values:

- Description
- Quantity
- Price
- Supplier Part Number
- Supplier Auxiliary Part ID
M: Add comments by line item, then click **Submit**.

N: You receive the message, “You submitted Propsal PRXXXX-PXX Collaboration request – to Child1 – TEST.” At this stage, you can do any of the following: Send Message, Withdraw Proposal, Revise Proposal. Decline is not available because you have responded. You would select this option first if you did not want to provide a proposal. You can also View messages and print a copy. You can also choose to create an Alternative Proposal.
O: You will receive a message if your Proposal is accepted by LANL.

This notification contains important information about your test Ariba account (ANID: AN01654278546-T).

One of your collaboration requests from LOS ALAMOS NATIONAL LABORATORY - TEST has been updated.

Comments:

Title: Open - Amount, Rank Bidding Collaborative Test Request #: PR3263-R41 Buyer Name: LOS ALAMOS NATIONAL LABORATORY - TEST Amount:

$470.00 USD

Status: Proposal Accepted by Buyer

Received Date: 31 Mar 2021

Click the link below to view the request

https://service.ariba.com/Supplier_aw/ad/collabReqDetail?requestDocId=90000000000000002224175798&qs=Ariba&community=9

Sincerely,
The Ariba Team

https://www.ariba.com

Unsubscribe:
https://service.ariba.com/Supplier_aw/ad/unsubNotfns?
targetPropertyName=transact&token=EREISKMQ3QO4KJiE6w7hBvZB7TDW1gLsAALs2zQc988F8Yu4DtcAYiqoQMEOc%2beK0V9Bu%5
27G3yZMr7a0GRt59WWoW5c7G7a6I99785o5d3Y4YYPYB0K5hj32wP29h4c4HSukKdB3ZjPqoRdfeB91h6%2bYy4e6evdadwakfrycYc16G8m8GdE6NtCfBD7YQqNoU%2BTe8nnjtoUe8L7Bo5edhigpyy72BFmXORb%2bDQoD8R75227vVE8HNWY2lK66gFy%Y
28abW6WtRnNWHYFBtUozgNMRQzhhb9k0kIzN34B0cr4e4tC34Vf8a7m4Es+1LaZd%4P1yCd%4l3h0%2BTmuyCei%26%3D%3D&userId=test-aribaawf%60lanl.gov&rfName=supplier.service.notification.collab.req.send
Managing Purchase Orders

Viewing Purchase Orders – Standard Enabled Accounts

SAP’s instructions for viewing POs from a standard enabled account are available here:
https://uex.ariba.com/auc/node/248489

Viewing Purchase Orders – Enterprise Enabled Accounts

SAP’s instructions for viewing POs from an enterprise enabled account are available here:
https://uex.ariba.com/auc/node/248489

Purchase Order Statuses

SAP’s information on the various statuses of a PO are available here:
https://uex.ariba.com/auc/node/248489

Order Confirmations

LANL does not require that you enter Order Confirmations on the Ariba Network, but you may choose to do so if you would like to provide that information to the Requester. SAP’s instructions on creating Order Confirmations are available here: https://uex.ariba.com/auc/node/248515

Advance Shipping Notices

LANL does not require that you enter Advance Shipping Notices on the Ariba Network, but you may do so if you would like to provide that information to the Requester. SAP’s instructions on creating Advance Shipping Notices are available here: https://uex.ariba.com/auc/node/248479

Viewing Receipts

SAP’s instructions on viewing receipts are available here: https://uex.ariba.com/auc/node/258091
Penny Purchase Order

Under certain circumstances, it may be necessary for LANL to send suppliers who have a Standard Ariba Network account a test PO for $0.01 to establish a Trading Relationship. If this is the case, a representative from the LANL Acquisition Services Management division will contact you with instructions so that you know what to expect.

1) First, you will receive an email notification stating that LANL has sent a PO to you.
2) Click **Process Order** in the email notification to open the PO on the Ariba Network. Opening your first PO from LANL will establish the Trading Relationship.

3) Create an order confirmation (typically optional when you receive a PO from LANL). Doing so will alert LANL that you have opened the PO and established the Trading Relationship.

   a. To create an order confirmation, click the **Create Order Confirmation** button on the top left of the screen. Choose **Confirm Entire Order** from the drop-down list.
b. You may enter any date in the **Est. Delivery Date** required field. (You need to complete only the required fields because this process is not a real PO.) Click the **Next** button.

![Confirming PO](image1)

On the **Review Order** confirmation screen, click **Submit**.

![Confirming PO](image2)
4) After receiving the order confirmation, LANL will cancel the penny PO. You will receive an email notification stating that the order was canceled, and the order will appear in your Ariba Network account under a status “Obsoleted.”

Why was this necessary? Having a Trading Relationship established links the various modules of the LANL-side and Ariba-Network-side software together. It allows a quote that you submitted to flow from LANL’s Ariba Sourcing Module to your Ariba Proposals and Questionnaires account, then to your Ariba Network account, and finally to the LANL Requester in the Ariba Guided Buying Module. This step will not be required for all suppliers (some will already have an established Trading Relationship through other means), and it should be necessary only once.

**Managing Invoices**

**Creating Invoices – Standard Enabled Accounts**

SAP’s instructions for creating an invoice from a standard enabled account are available here: [https://uex.ariba.com/auc/node/248509](https://uex.ariba.com/auc/node/248509)

**Creating Invoices – Enterprise Enabled Accounts**

SAP’s instructions for creating an invoice from an enterprise enabled account are available here: [https://uex.ariba.com/auc/node/248501](https://uex.ariba.com/auc/node/248501)

**Evaluated Receipt Settlement**

Information on evaluated receipt settlement (ERS) in Ariba has been provided by SAP here: [https://uex.ariba.com/auc/node/315169](https://uex.ariba.com/auc/node/315169)

**View Payments**

SAP’s instructions for viewing payment information are available here: [https://uex.ariba.com/auc/node/248517](https://uex.ariba.com/auc/node/248517)

**Transacting with Invoice against Contract**

**View Contract**

SAP’s instructions for viewing a contract associated with the Invoice against Contract buying channel are available here: [https://uex.ariba.com/auc/node/248501](https://uex.ariba.com/auc/node/248501)
Submit an Invoice against Contract

View SAP’s instructions for submitting an invoice against a contract here: https://uex.ariba.com/auc/node/248501

Managing Returns and Credit Memos

Instructions for managing returns in the Ariba Network are available here: https://uex.ariba.com/auc/node/248471

Instructions for managing Credit Memos are available here: https://uex.ariba.com/auc/node/248511

Catalog Suppliers

Creating Catalogs

SAP’s instructions on creating catalogs are available here: https://uex.ariba.com/auc/node/248492

Testing Catalogs

SAP’s instructions on testing catalogs are available here: https://uex.ariba.com/auc/node/248510

Updating Catalogs

Instructions for updating catalog content are available here: https://uex.ariba.com/auc/node/248478

Take Receiving and Ariba

This section applies to vendors who have access to Take, LANL’s receiving software. (This program has changed names because it has been acquired by several different companies during the time LANL has used it; it is also known as Clear Orbit and Endeavour.)

Viewing Purchase Orders

You will be able to view POs in both your Take Account and your Ariba Network account. The integration between LANL’s various systems take time to run, so as changes are entered, you may briefly see mismatched information in the two systems. If you need assistance with mismatched information between Take and the Ariba Network that persists for more than 2 business days, please contact us at aribasuppliers@lanl.gov.

Confirming Purchase Orders

LANL requests that you enter an order confirmation in both Take and the Ariba Network.

The Order Confirmation you enter in the Ariba Network will update the status of the LANL Requester’s purchase requisition. This action communicates to the Requester that you will be able to fulfill their order.

The Order Confirmation in Take is required to print your PTN label. You may wait to enter the Order Confirmation in Take until just before you print your PTN because the confirmation you already entered in Ariba was used to notify the Requester that you would be able to fulfill their order.
Advanced Shipping Notifications and PTNs

LANL requests that you enter an Advanced Shipping Notification (ASN) in both Take and the Ariba Network.

Similar to the order confirmation, the ASN you enter in the Ariba Network will provide shipping information to the Requester, and the ASN you enter in Take is required to print the PTN.

Canceling/Rejecting Purchase Orders

If you need to cancel or reject an order that you are unable to fulfill, we ask that you please enter this information in your Ariba Network account only. The information will flow through LANL’s integrations and update your Take account with the rejection shortly.

Additional Resources

Ariba Resources for Suppliers

SAP Ariba has numerous resources available to assist with your questions. Here are a few to get you started.

- [SAP Ariba Supplier Support](#)
- [How to Use the Ariba Help Center](#)
- [Ariba Network for Suppliers](#)

Contact Us

Visit the [LANL Supplier Information Portal](#) or LANL’s [Supplier Resource](#) page for more information.

You can contact the Los Alamos National Laboratory Supplier Management team at [aribasuppliers@lanl.gov](mailto:aribasuppliers@lanl.gov).