



SAP Business Network Enterprise Account Guide

Logging Into SAP Business Network

1. Go to: <https://supplier.ariba.com>
2. Enter **User Name**
3. Enter **Password**
4. Click on **Login**
5. Ariba Network Dashboard
6. Overview Information will be displayed

Confirm Entire Order

1. Click **Orders** from the Workbench
2. Select a PO number from the column
3. Click **Create Order Confirmation**, Select **Confirm Entire Order**
4. Complete all fields with an asterisk (*)
5. Click **Next** and then **Submit**

Update Line Items

1. Click **Orders** from the Workbench
2. Click **Create Order Confirmation**, select **Confirm Entire Order**
3. Complete all fields with an asterisk (*)
4. Click **Details** and **update line details**
5. Click **Next** and then **Submit**

Reject Entire Order

1. Click **Orders** from the Workbench
2. Click **Order Confirmation**, select **Reject Entire Order**
3. Enter **Confirmation**
4. Enter **Comments**
5. Click **Reject Order**

Ship Notice

1. Click **Orders** from the Workbench
2. Click on **Create Ship Notice**
3. Complete all fields with an asterisk (*)
4. Click **Next**
5. Click **Submit**

Creating an Invoice-Standard

1. Click **Orders** from the Workbench
2. Click on **Create Ship Notice**
3. Complete all fields with an Asterisk (*)
4. Click **Next**
5. Click **Submit**

Create a CSV Invoice File

1. From Dashboard, click on the “...” and **CSV Invoice** and then **Upload**
2. Select **CSV Templates** (if required)
3. Select applicable **Upload**
4. Choose **File-CSV Template**
5. Click on **Import CSV** (upload type)

Using Search in SAP Business Network

1. From any screen click << or the ? in the top right corner to search
2. **Complete fields** as required
3. Click on **Search**

Accessing the User Community

1. Use << or the ? to **open & close Help**
2. Search for documentation
3. Search for Support
4. Communicate with global users and ask questions

Getting Support

- Website: <https://supplier.ariba.com>
- Micron Supplier Enablement: [Email Here](#)
- SAP Business Network Enablement [Help Desk](#) and [Help Portal](#)
- Integration Support: [Email Here](#)
- Catalog Support: [Email Here](#)