Internal & Partners

FAURECIA INVOICE PORTAL

Ariba Network (A.N.)

Remove automatic invoice notifications

July 2021

faurecia
inspiring mobility

1

Introduction

faurecia
inspiring mobility

Introduction

Invoice status – Ariba automatic email notifications

- Ariba Network provides a continues invoice status follow-up. For that reason, Ariba system is sending automatic notifications by default to all suppliers connected with Faurecia.

  - Only the supplier A.N. account manager have the option to remove the notifications.

So, the goal of this work instruction, is to provide the steps to remove automatic email notifications from your account and mailbox(s).

2

Glossary

faurecia
inspiring mobility

Glossary

Please, note the following glossary and acronyms

- **A.N.:** SAP Ariba Network
- **Faurecia "Digital" Suppliers**: Supplier with Invoices in Digital Format:
  - Ariba Network (A.N.)
  - EDI - Electronic Data Interchange
  - SBI - Self -billing
  - Email Ingestion
- **Ariba Standard Account:** Is an email-based method of responding to your Buyers Purchase Orders
- **Ariba Enterprise Account:** Integrate system through cXML. Manage orders and invoices on A.N. Publish catalogs, reporting and Ariba support platform.
- **A.N. Invoice Portal:** The supplier's Account Receivables team can check theirs invoice references with corresponding booking and payment status in Ariba Network for digital invoices.

3

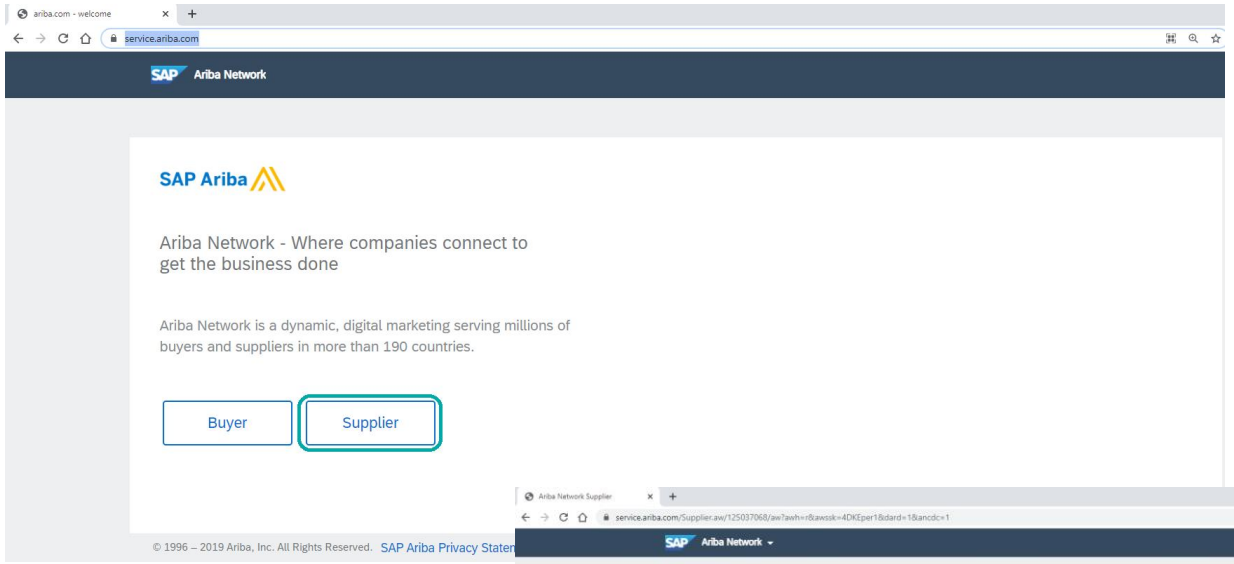
Remove Invoice Notifications
Work Instruction

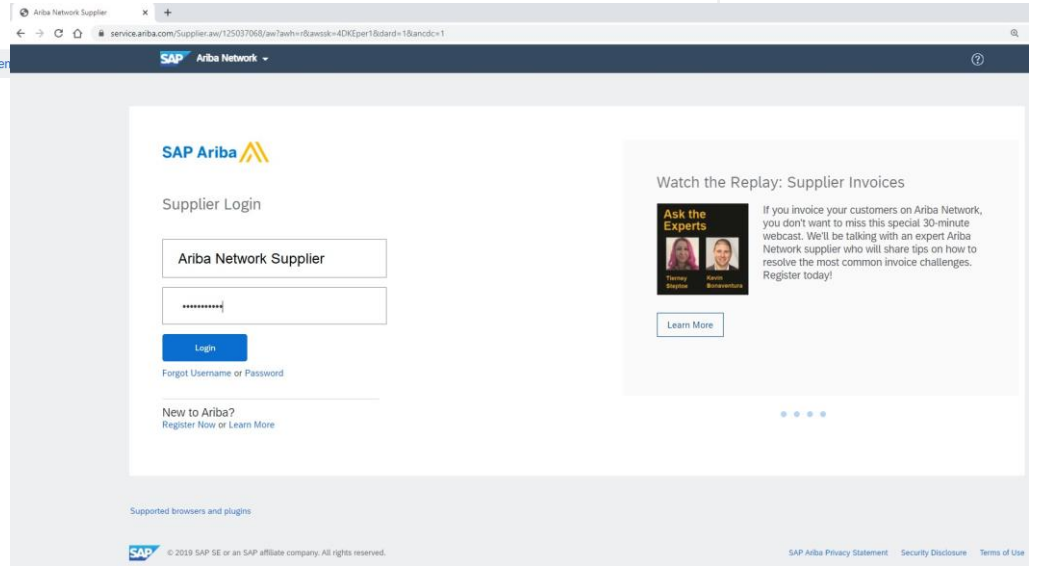
faurecia
inspiring mobility

Inside Ariba Network

Access to A.N. Account

URL: supplier.ariba.com





BROWSER/PLUG-IN SUPPORT

- Supported BrowsersMicrosoft Edge 32-bit
- Chrome 54+ 64-bit
- Mozilla Firefox 49+ 64-bit
- Safari 9+ 64-bit
- Mozilla Firefox 17+
- Safari 5
- Mobile Safari on iPad (iOS 6 or above)

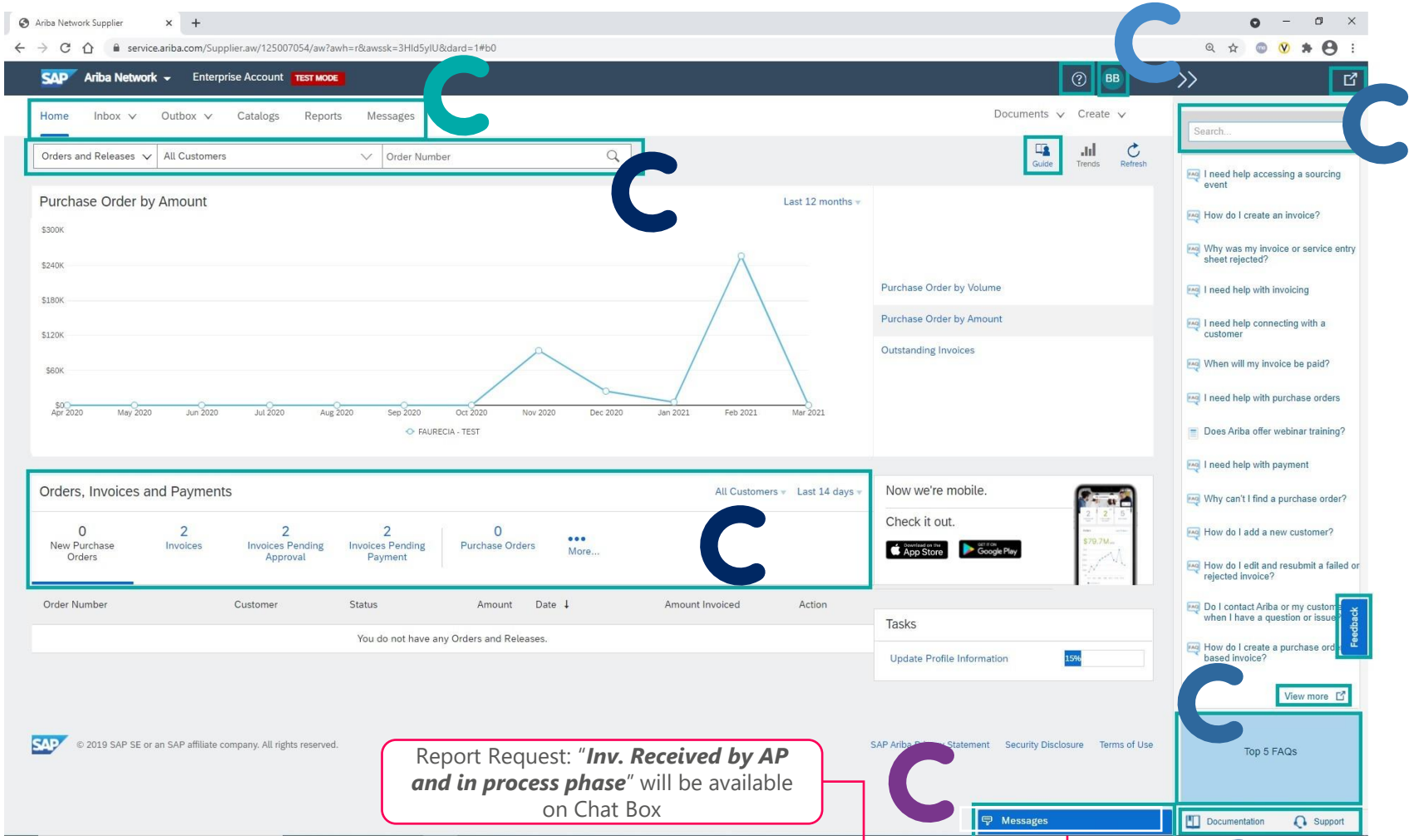
Deprecation Schedule

- Microsoft Internet Explorer 11 and older (effective January 1, 2022)

Inside Ariba Network

A.N. Account Main Menu/screen

- Main Menu
- Account Settings
- Support and documentation
- Search
- Support Chat Box (Not available)



Report Request: "***Inv. Received by AP and in process phase***" will be available on Chat Box

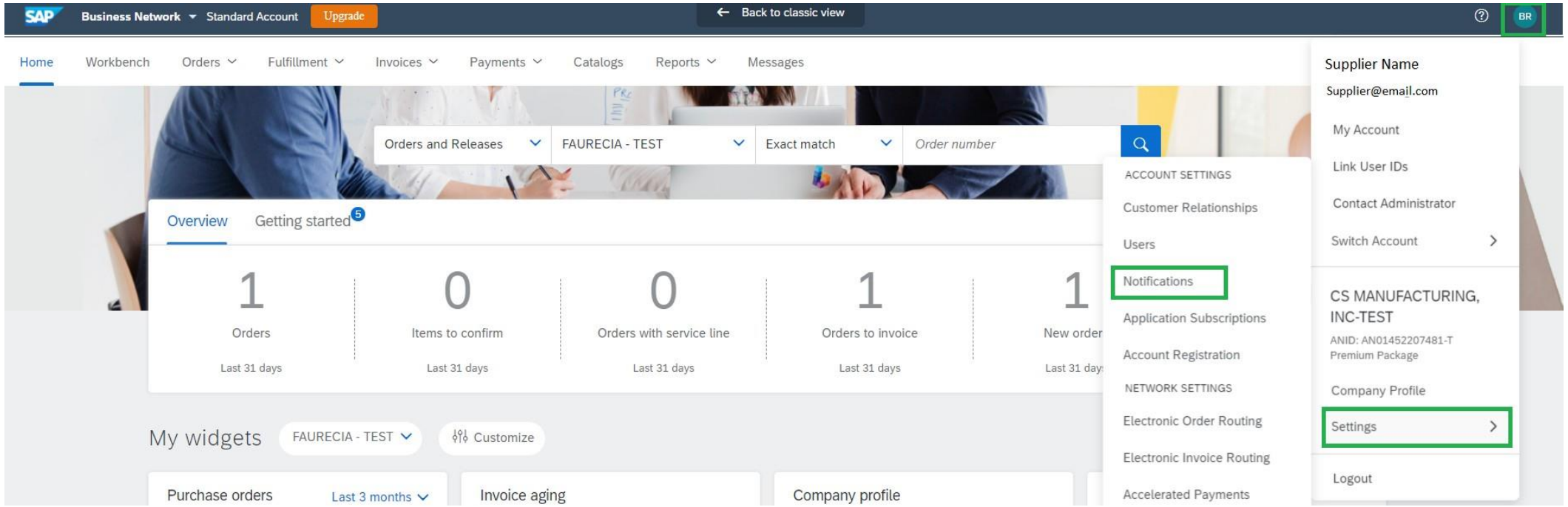
A.N. WI | Turn off Automatic notifications

faurecia

Inside Ariba Network

Turn off automatic email notifications

Go to: Account Settings > Settings > Notifications

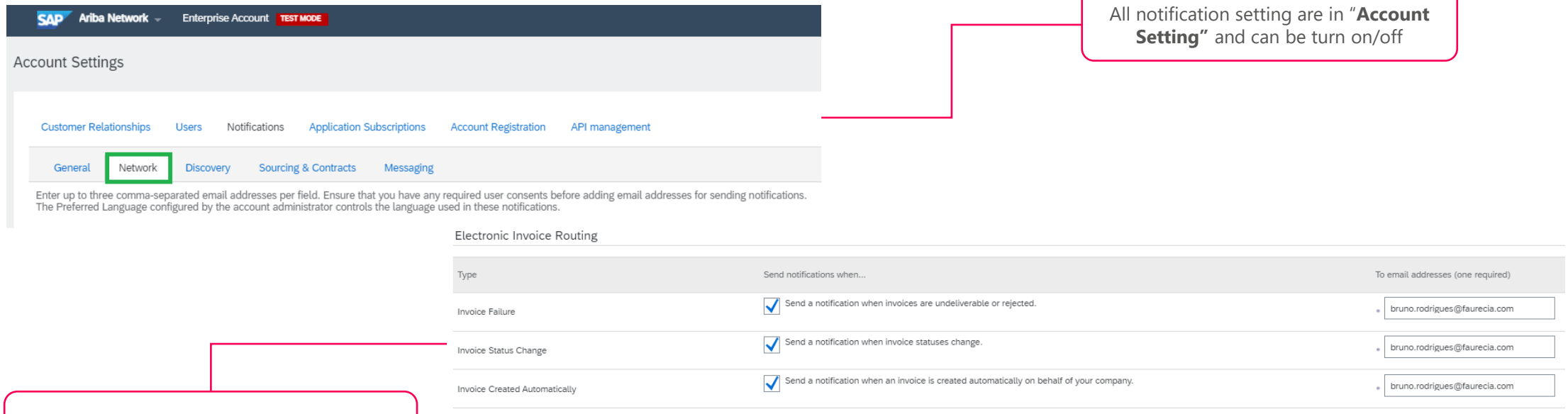


Inside Ariba Network

Turn off automatic email notifications

Account Settings > Network > Electronic Invoice Routing

All notification setting are in "**Account Setting"** and can be turn on/off

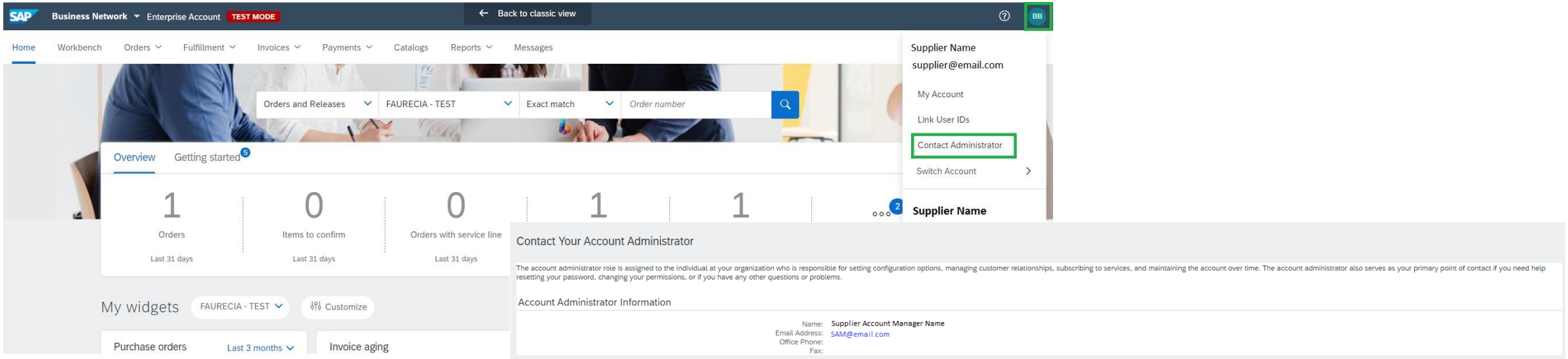


Unflag the option "**Invoice Status Change"**

Inside Ariba Network

Turn off automatic email notifications

Go to: Account Settings > Contact Administrator



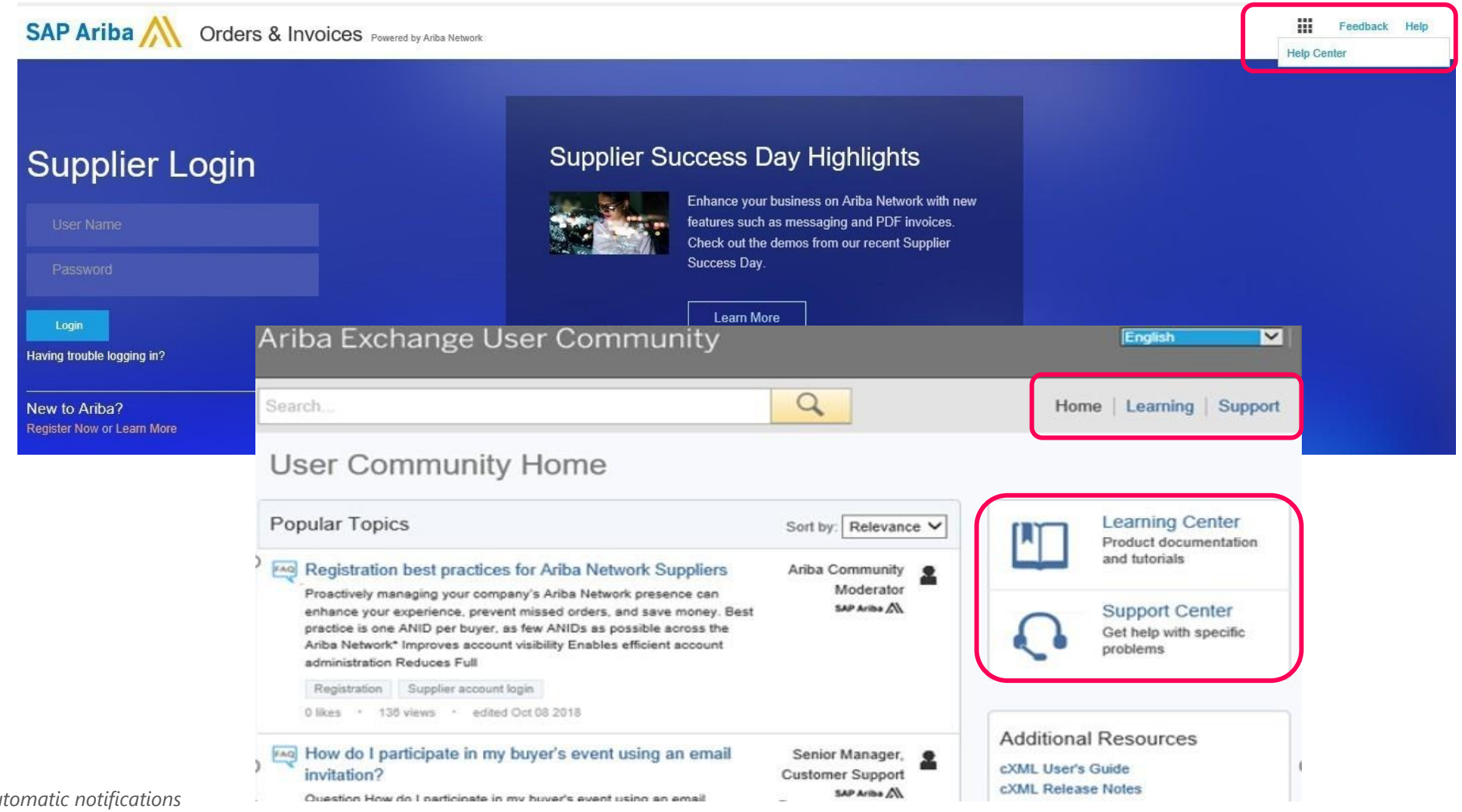
If you are not the A.N. Account Manager and you do not have access or have doubts regarding A.N. account set-up, you are able to contact your Company Account Adminstrator.

4

Ariba Support Access

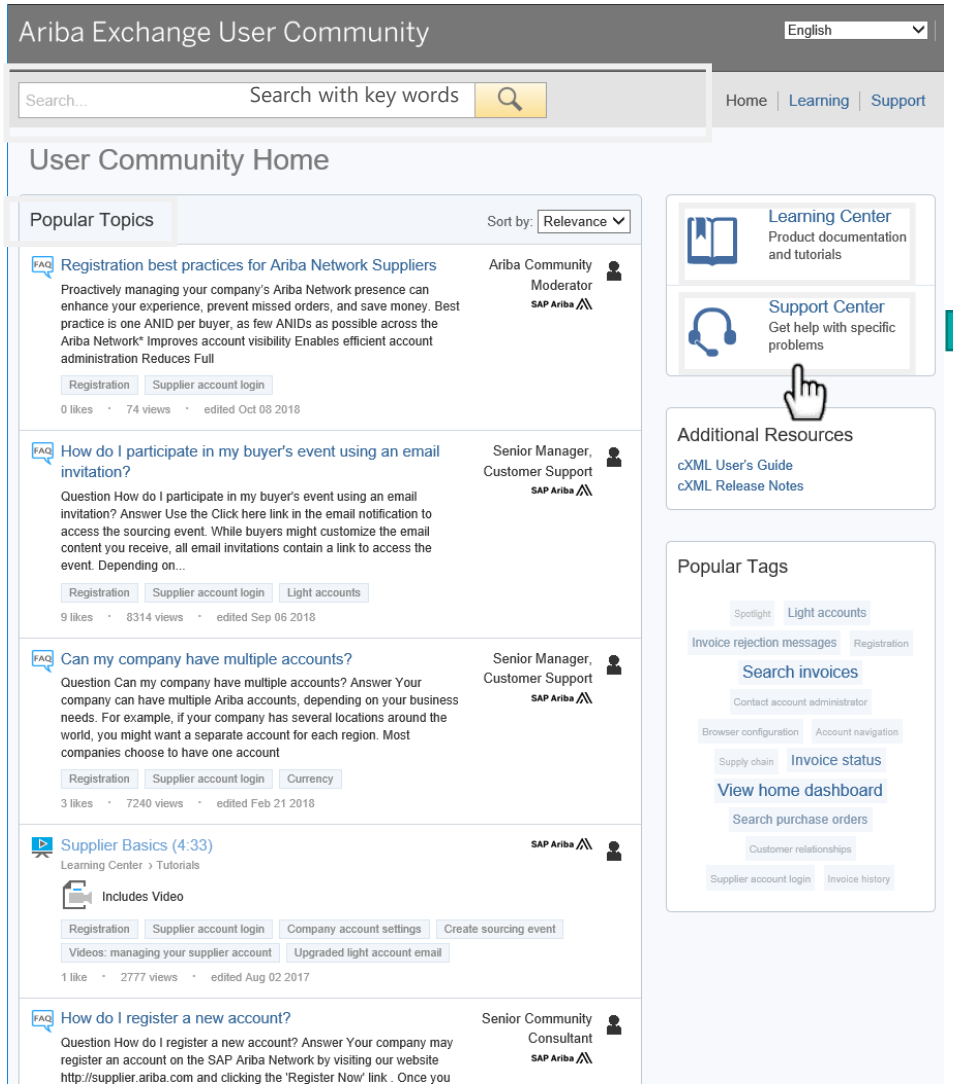
faurecia
inspiring mobility

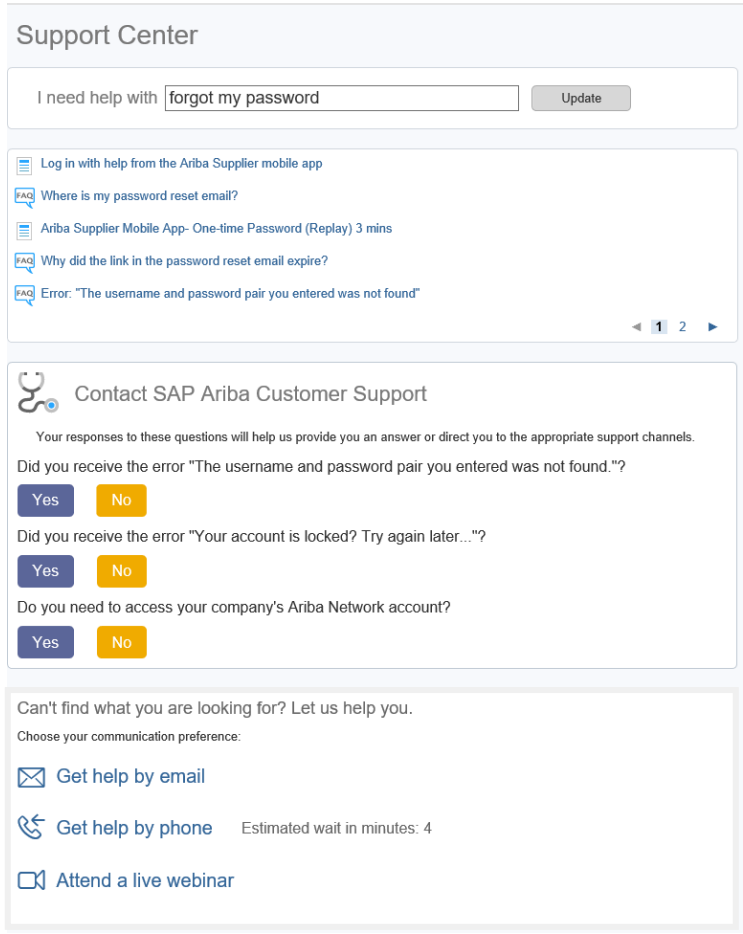
Ariba Support Access



A.N. WI | Turn off Automatic notifications

Ariba Support Access





Try searching for whatever you need help with by using the **I need help with** search box.
If you need further support after conducting a search, the above mentioned support options will become available.

A.N. WI | Turn off Automatic notifications

faurecia

Ariba Support Access

- **Questions regarding Ariba usage :**

Please click on one of the below links for any questions regarding registration, configuration or general Ariba Network questions :

- **USA/Canada :** https://connectsupport.ariba.com/sites/Company?ANID=AN01274677429NAM&h=efiEiEb9GzUpOl83jqsNw#Enablement-Inquiry
- **Brazil :** https://connectsupport.ariba.com/sites/Company?ANID=AN01274677429BRZ&h=ZUMjmQJ1cv1AyRPHP4rNzA#Enablement-Inquiry
- **Latin America:** https://connectsupport.ariba.com/sites/Company?ANID=AN01274677429LAC&h=1a9ipmjaTdbyL4l4jaUcg#Enablement-Inquiry
- **EMEA:** https://connectsupport.ariba.com/sites/Company?ANID=AN01274677429EMA&h=aYCJ5Mm2uFBJv1T7QaeZ9A#Enablement-Inquiry
- **SE Asia:** https://connectsupport.ariba.com/sites/Company?ANID=AN01274677429SEA&h=kRV62sa3KWxd5CoBSswQ#Enablement-Inquiry

- **Questions regarding your relationship with Faurecia :**
  - **EMEA**
    - supplier.enablement.emea@faurecia.com
  - **North America**
    - supplierenablementnao@faurecia.com
  - **China:**
    - supplier.enablement.asia@faurecia.com

faurecia
inspiring mobility