

FAURECIA INVOICE PORTAL

Ariba Network (A.N.)
Remove automatic invoice
notifications

July 2021

Internal & Partners





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Introduction

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).



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Glossary

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 their invoice references with corresponding booking and payment status in Ariba Network for digital invoices.



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Remove Invoice Notifications Work Instruction

Inside Ariba Network

Access to A.N. Account

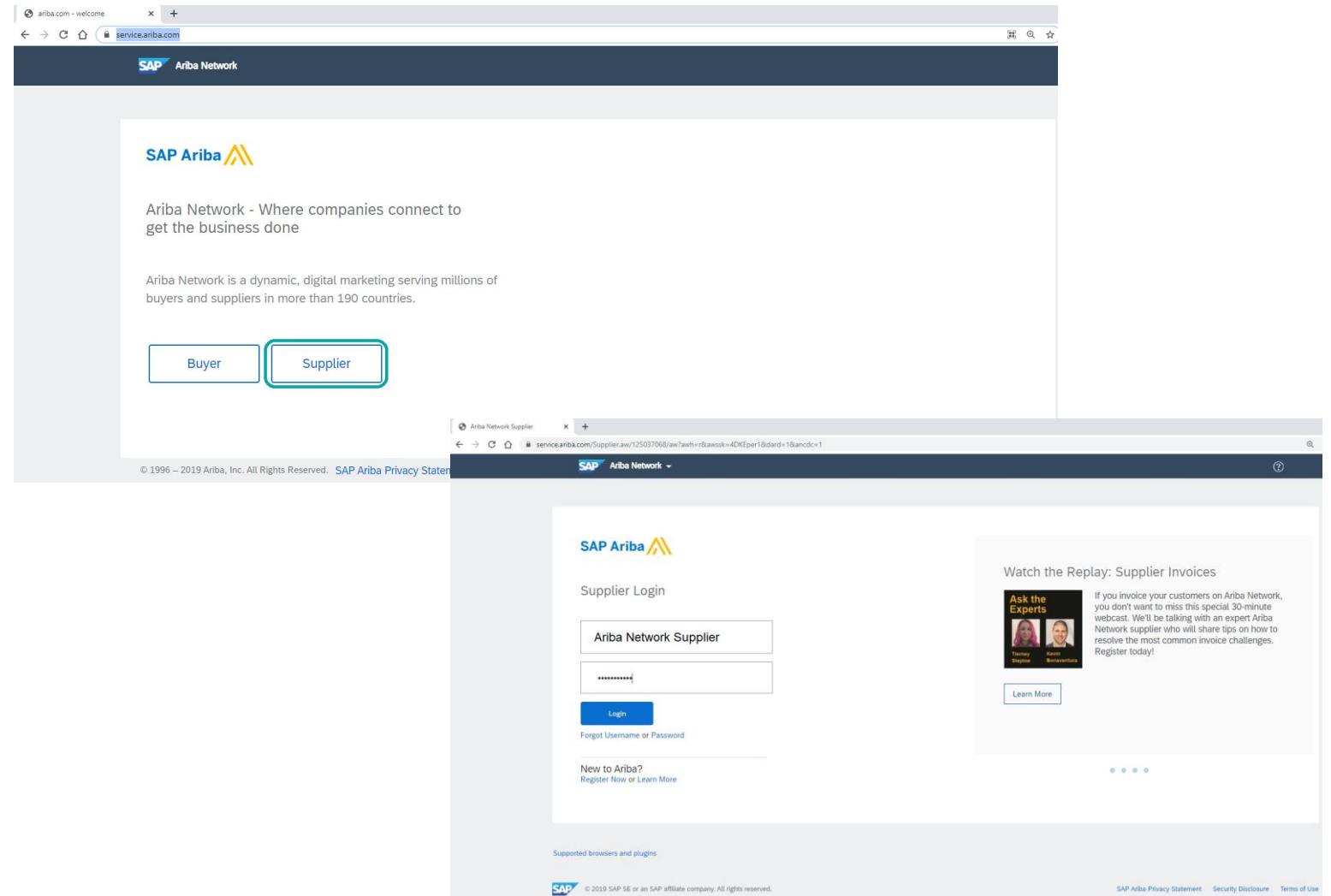
URL: supplier.ariba.com

BROWSER/PLUG-IN SUPPORT

- Supported Browsers: Microsoft 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)



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Inside Ariba Network

A.N. Account Main Menu/screen

Main Menu

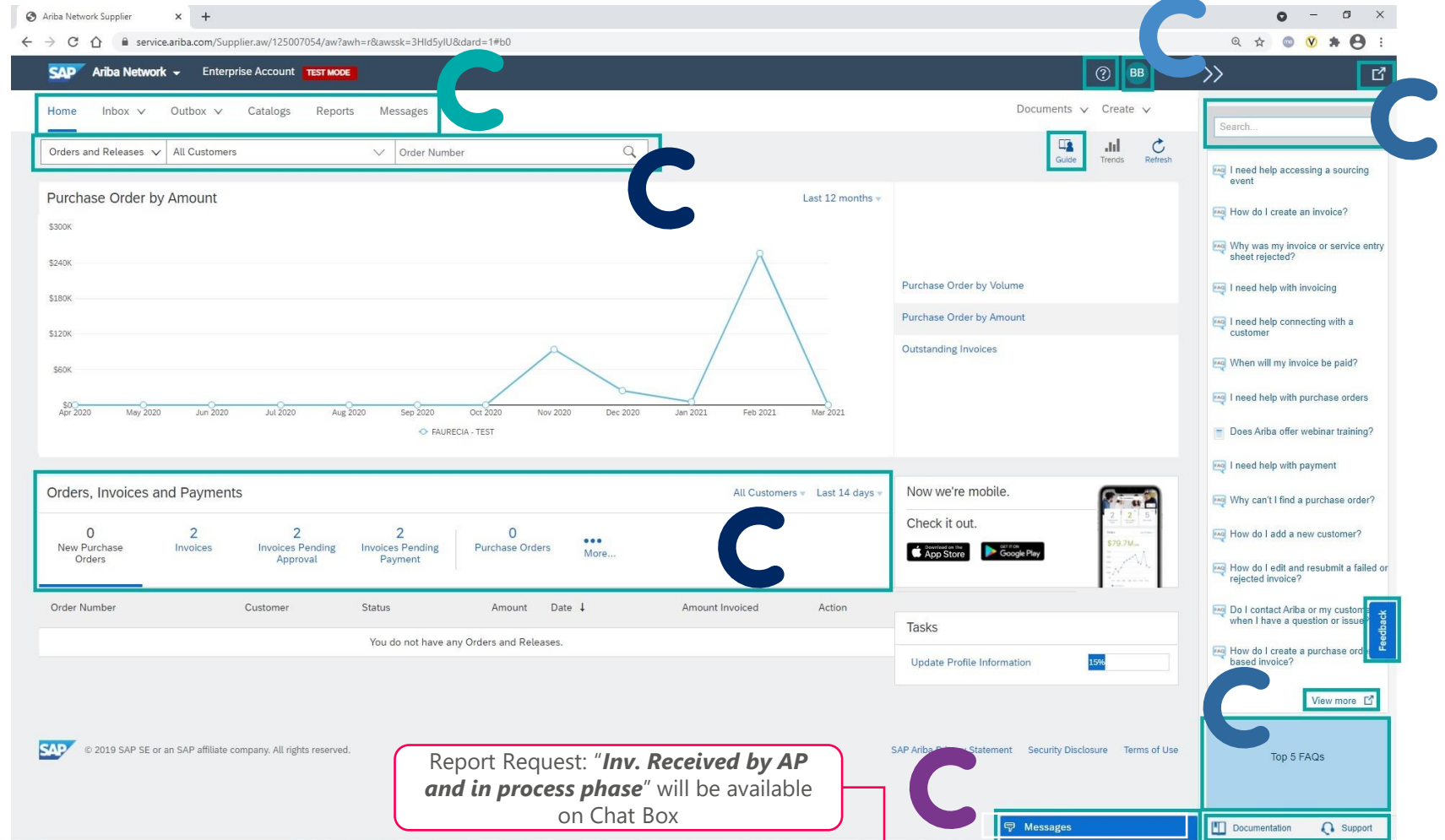
Account Settings

Support and documentation

Search

Support Chat Box
(Not available)

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Inside Ariba Network

Turn off automatic email notifications

Go to: Account Settings > Settings > Notifications

The screenshot displays the SAP Business Network user interface. At the top, the header includes the SAP logo, 'Business Network', 'Standard Account', an 'Upgrade' button, and a 'Back to classic view' link. Below the header is a navigation bar with links: Home, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, and Messages. The main content area shows a search bar with filters for 'Orders and Releases', 'FAURECIA - TEST', 'Exact match', and 'Order number'. Below the search bar is a dashboard with five cards: 'Orders' (1), 'Items to confirm' (0), 'Orders with service line' (0), 'Orders to invoice' (1), and 'New order' (1). A 'My widgets' section at the bottom includes 'Purchase orders' and 'Invoice aging'. On the right side, a user profile dropdown menu is open, showing options like 'Supplier Name', 'My Account', 'Link User IDs', 'Contact Administrator', 'Switch Account', 'CS MANUFACTURING, INC-TEST', 'Company Profile', 'Settings', and 'Logout'. The 'Settings' option is highlighted with a green box, and the 'Notifications' option in the 'ACCOUNT SETTINGS' section is also highlighted with a green box.

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Inside Ariba Network

Turn off automatic email notifications

Account Settings > Network > Electronic Invoice Routing

SAP Ariba Network Enterprise Account TEST MODE

Account Settings

Customer Relationships Users Notifications Application Subscriptions Account Registration API management

General **Network** Discovery Sourcing & Contracts Messaging

Enter up to three comma-separated email addresses per field. Ensure that you have any required user consents before adding email addresses for sending notifications. The Preferred Language configured by the account administrator controls the language used in these notifications.

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

Electronic Invoice Routing

Type	Send notifications when...	To email addresses (one required)
Invoice Failure	<input checked="" type="checkbox"/> Send a notification when invoices are undeliverable or rejected.	* bruno.rodriques@faurecia.com
Invoice Status Change	<input checked="" type="checkbox"/> Send a notification when invoice statuses change.	* bruno.rodriques@faurecia.com
Invoice Created Automatically	<input checked="" type="checkbox"/> Send a notification when an invoice is created automatically on behalf of your company.	* bruno.rodriques@faurecia.com

Unflag the option “**Invoice Status Change**”

Inside Ariba Network

Turn off automatic email notifications

Go to: Account Settings > Contact Administrator

The screenshot displays the SAP Business Network user interface. At the top, the header includes 'SAP Business Network', 'Enterprise Account', and a 'TEST MODE' indicator. A navigation bar contains links for Home, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, and Messages. Below this, a search bar is visible with filters for 'Orders and Releases', 'FAURECIA - TEST', 'Exact match', and 'Order number'. On the right side, a user profile dropdown menu is open, showing options like 'Supplier Name', 'My Account', 'Link User IDs', 'Contact Administrator' (highlighted with a green box), and 'Switch Account'. The main content area shows a dashboard with various metrics (Orders, Items to confirm, Orders with service line) and a section titled 'Contact Your Account Administrator' which provides instructions on the role of the account administrator and a form for 'Account Administrator Information'.

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 Administrator.

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Ariba Support Access

Ariba Support Access

The image shows two overlapping screenshots of the SAP Ariba interface. The background screenshot is the 'Supplier Login' page, featuring a blue header with the SAP Ariba logo, 'Orders & Invoices', and 'Powered by Ariba Network'. It includes a login form with 'User Name' and 'Password' fields, a 'Login' button, and links for 'Having trouble logging in?' and 'New to Ariba? Register Now or Learn More'. A 'Supplier Success Day Highlights' section is also visible. The foreground screenshot is the 'Ariba Exchange User Community' page, which has a grey header with a search bar, a language dropdown set to 'English', and navigation links for 'Home', 'Learning', and 'Support'. The main content area is titled 'User Community Home' and features a 'Popular Topics' section with two FAQ items: 'Registration best practices for Ariba Network Suppliers' and 'How do I participate in my buyer's event using an email invitation?'. On the right side of the foreground page, there are two highlighted boxes: one for 'Feedback' and 'Help' links, and another for 'Help Center', 'Learning Center' (with a book icon), and 'Support Center' (with a headset icon). The 'Additional Resources' section at the bottom right lists 'cXML User's Guide' and 'cXML Release Notes'.

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Ariba Support Access

Ariba Exchange User Community

English

Search... Search with key words

Home | Learning | Support

User Community Home

Popular Topics

Sort by: Relevance

FAQ Registration best practices for Ariba Network Suppliers
Proactively managing your company's Ariba Network presence can enhance your experience, prevent missed orders, and save money. Best practice is one ANID per buyer, as few ANIDs as possible across the Ariba Network* Improves account visibility Enables efficient account administration Reduces Full
Registration Supplier account login
0 likes · 74 views · edited Oct 08 2018

FAQ How do I participate in my buyer's event using an email invitation?
Question How do I participate in my buyer's event using an email invitation? Answer Use the Click here link in the email notification to access the sourcing event. While buyers might customize the email content you receive, all email invitations contain a link to access the event. Depending on...
Registration Supplier account login Light accounts
9 likes · 8314 views · edited Sep 06 2018

FAQ Can my company have multiple accounts?
Question Can my company have multiple accounts? Answer Your company can have multiple Ariba accounts, depending on your business needs. For example, if your company has several locations around the world, you might want a separate account for each region. Most companies choose to have one account
Registration Supplier account login Currency
3 likes · 7240 views · edited Feb 21 2018

Supplier Basics (4:33)
Learning Center > Tutorials
Includes Video
Registration Supplier account login Company account settings Create sourcing event
Videos: managing your supplier account Upgraded light account email
1 like · 2777 views · edited Aug 02 2017

FAQ How do I register a new account?
Question How do I register a new account? Answer Your company may register an account on the SAP Ariba Network by visiting our website http://supplier.ariba.com and clicking the 'Register Now' link. Once you

Ariba Community Moderator SAP Ariba

Senior Manager, Customer Support SAP Ariba

Senior Manager, Customer Support SAP Ariba

Senior Community Consultant SAP Ariba

Learning Center
Product documentation and tutorials

Support Center
Get help with specific problems

Additional Resources
cXML User's Guide
cXML Release Notes

Popular Tags
Spotlight Light accounts
Invoice rejection messages Registration
Search invoices
Contact account administrator
Browser configuration Account navigation
Supply chain Invoice status
View home dashboard
Search purchase orders
Customer relationships
Supplier account login Invoice history



Support Center

I need help with forgot my password Update

Log in with help from the Ariba Supplier mobile app

FAQ Where is my password reset email?

Ariba Supplier Mobile App- One-time Password (Replay) 3 mins

FAQ Why did the link in the password reset email expire?

FAQ Error: "The username and password pair you entered was not found"

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Contact SAP Ariba Customer Support

Your responses to these questions will help us provide you an answer or direct you to the appropriate support channels.

Did you receive the error "The username and password pair you entered was not found."?

Yes No

Did you receive the error "Your account is locked? Try again later..."?

Yes No

Do you need to access your company's Ariba Network account?

Yes No

Can't find what you are looking for? Let us help you.

Choose your communication preference:

Get help by email

Get help by phone Estimated wait in minutes: 4

Attend a live webinar

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.

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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

