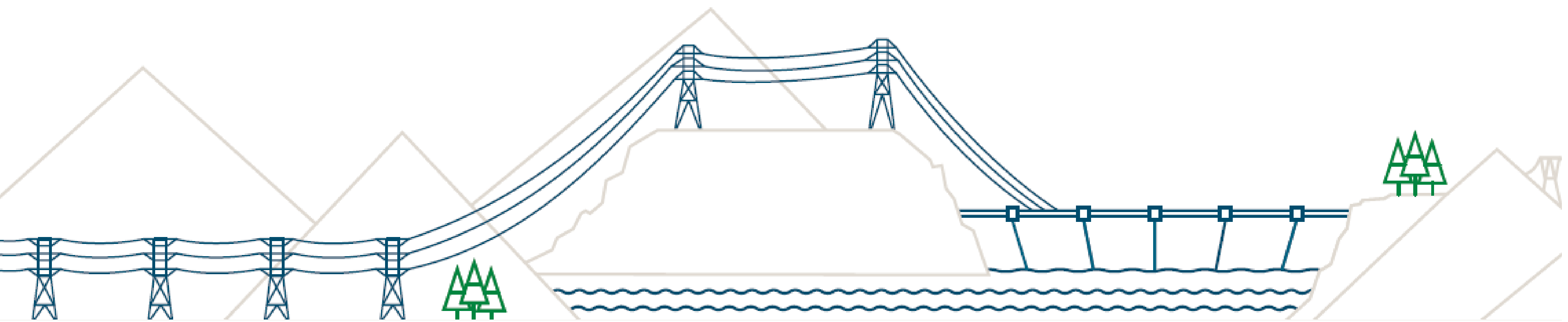
Configuring your account settings



May 2018

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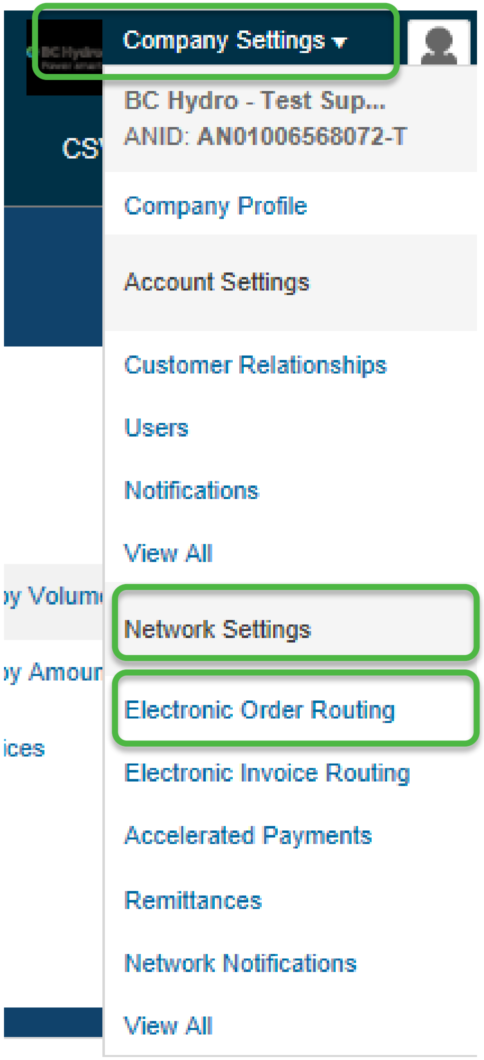
Configuring your PO routing & notifications

To receive your orders via email or fax click on company settings in the upper right hand corner.

- From the drop down under **Network Settings** => click **Electronic Order Routing**
- Under the new orders section, select the appropriate option for routing your orders; fax or email; for email => select email
    - You will see new fields available for entering information
    - You can include up to 3 email addresses separated by a comma and no spaces
    - Check box to include the order in the email otherwise you can log into the Ariba Network to view
- Scroll to bottom and review your order notifications settings. Ensure that the correct email address is defined for receiving notifications about failures or status updates => click Save – your orders will now route appropriately
- Review your invoice notification settings under Electronic Invoice Routing; if you need to change the email address do so in this section



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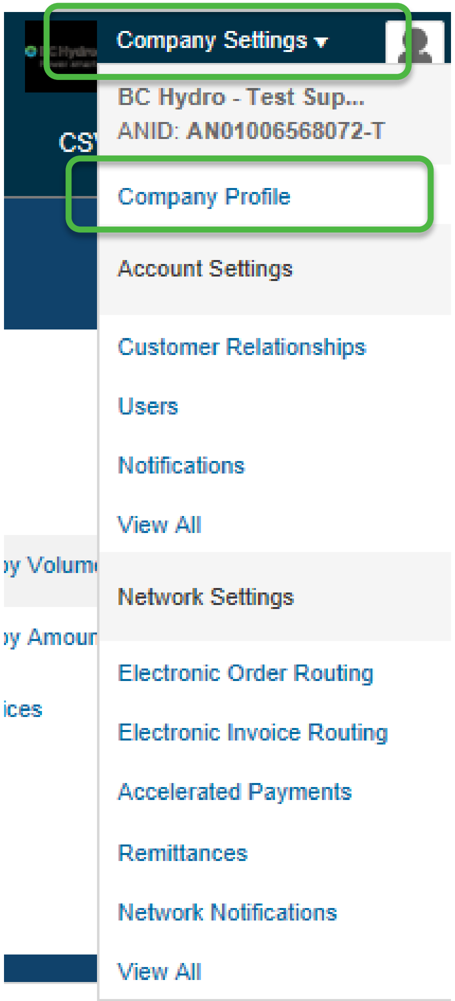
Inputting tax ID

To input your tax id, click on company settings in the upper right hand corner.

- From the drop down => click **Company Profile**
- Required fields marked with a red asterisk; complete
- Move to the second tab; Business
- Scroll down to the tax section => input your tax ID in the appropriate field.
- Click Save



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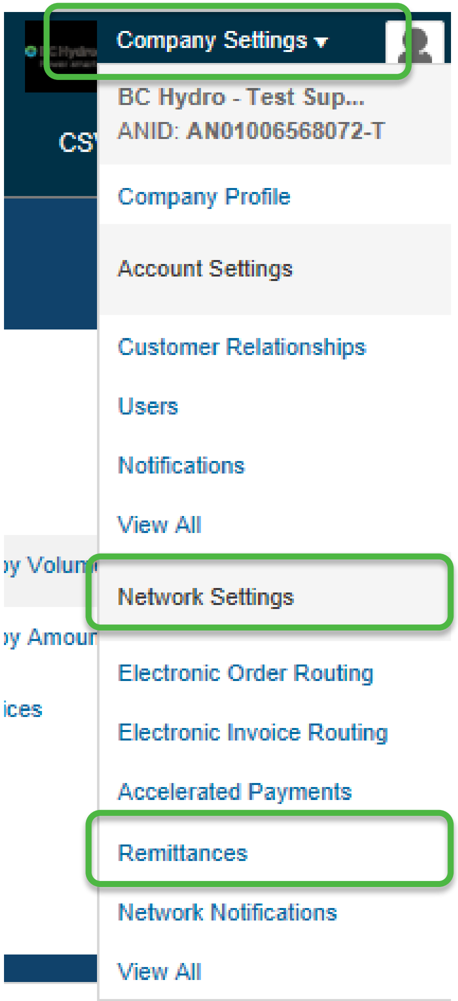
Inputting your Remittance Address

To set up your remit to address, click on company settings in the upper right hand corner.

- From the drop down => Under **Network Settings**, Click **Remittances**
- Here, you can click Create Remittance and input your remit to address; complete all fields marked with a red asterisk
- Click save; your remit to address is now associated with your Ariba Network account



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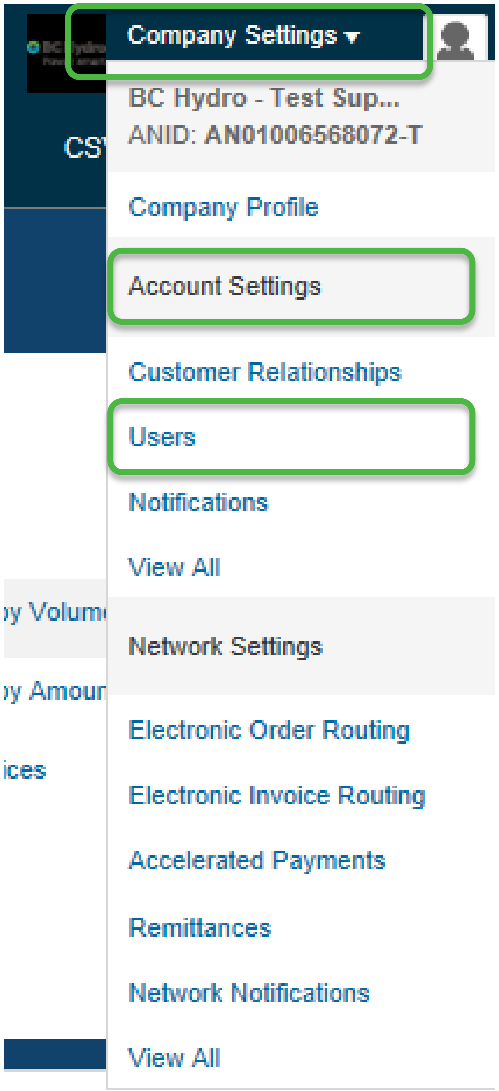
Managing Users

Your administrator can create users to access your Ariba Network account.

- From **Company Settings** in the upper right hand corner; from the drop down => under **Account Settings** => **Users**



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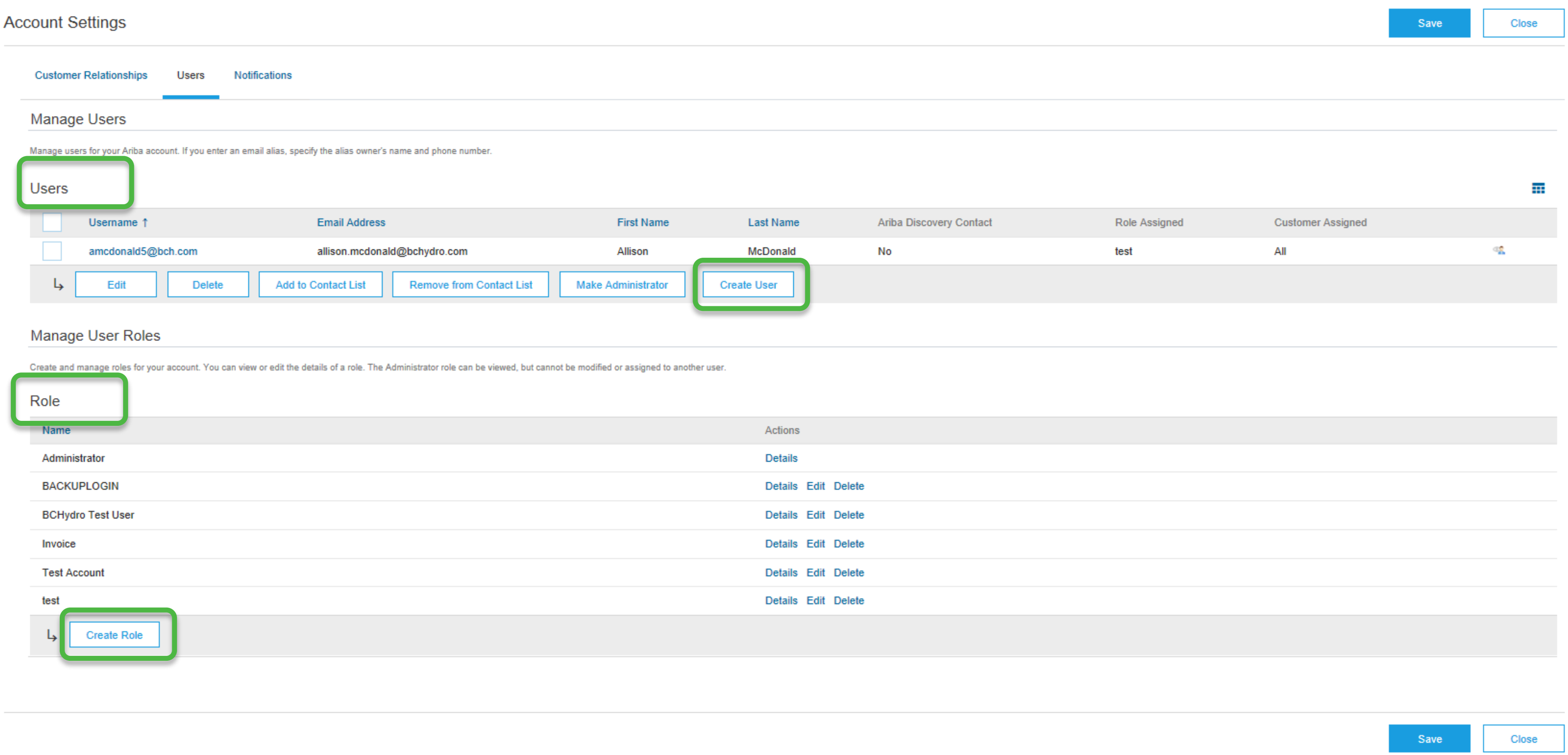
Managing Users

Under Account Settings – Users, there are two sections Manage Users and Manage User Roles



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Managing Users

At least one additional role besides the Administrator role must be defined prior to creating users.

- Create a role => click **Create Role**
- Assign a name to the role that you would like to create; as an example **AP Access**
- Select permissions for that role; you can allow users to access the inbox, outbox, reporting capabilities, etc.
- After the permissions are selected => assign users to the role to access information for specific customers or all customers => click Save
- You can edit the permissions of the role at any time by clicking edit
- Assign a user to that role => click **Create User**
- Enter a username for the user **in the form of an email address;** for e.g.; Cristina1@sap.com, this will be their login user ID
- Next **input the user's valid email address** as well as the first & last name; (Cristina.calise@sap.com)
- Select the role that you are assigning the user to & click Done; if their email domain does not match the one associated with your account, you will get a warning prompt => click Yes & Done
- An email will be sent to the user, who will define their own password for logging into the Ariba Network
- For password reset; the administrator selects the user => click Edit and Reset Password button

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Who to call

Invoicing, Payment and Early Payment Offers (EPOs) Questions	**Accounts Payable Helpdesk** ○ 604 663 3572 ○ AccountsPayable@bchydro.com
Step by step instructions	**The Supplier Information Portal** ○ From your home page click on the Company Settings drop down menu, under Account Settings select Customer Relationships ○ From the Customer Relationship page and the Current Relationships tab click on Supplier Information Portal ○ You will find training videos, tip sheets and guidelines
Business Process Issues ○ Cancelled invoice ○ Order not in Ariba ○ Invoice not paid ○ Need a work inspection	**Your BC Hydro representative** ○ Contact the person who ordered the work / the invoice approver / your BC Hydro rep
Ariba Network Account Issues	○ From Supplier Login page click on **Help Center** in the upper right corner ○ From the drop down menu click on **Support** in the bottom right corner ○ From the **Support Center** you can enter a request for a phone call or an email or participate in a live chat with an Ariba representative
Forgot your user name or password	**Supplier Login page** ○ Click; Having trouble logging in? ○ Follow the steps as prompted