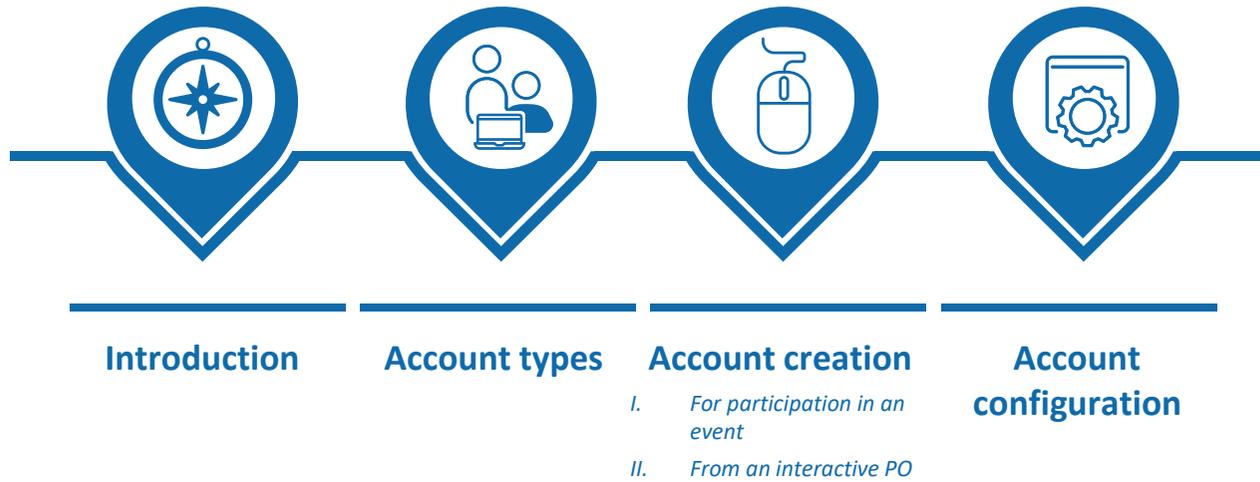




Supplier guidelines

Account creation and configuration on the SAP Ariba Network

Table of content





Introduction

Introduction

*The SAP Business Network is a **dynamic, digital marketplace** which allows you, as a supplier to connect with Umicore buyers and requestors. As a supplier, you will be invited by Umicore to join the SAP Business Network and start doing business on an online platform. The SAP Business will allow you to do business with Umicore at any time and anywhere on any device, increasing efficiency and effectiveness.*

Before being able to interact and transact on the SAP Ariba platform, you'll need to create a new account on SAP Ariba or login an existing account. In this manual you find more insights in:



The different [account types](#)



[Account creation](#) of a new account or [login](#) using an existing account



[Configuration](#) of your account

The use of the SAP Business Network and its potential accommodated fees will be elaborated upon in the “Account types” section.



Account types

Account types

Recommended for transacting with Umicore

1
Standard Account

A **Standard Account** is a free account that typically gets activated from the first transaction. It allows you to transact with several customers. This account type is ideal for suppliers with a limited amount of transactions per year as you cannot run reports, publish electronic catalogs or integrate your ERP system. By default, you create a standard account.

Feature	
Access	Via email notifications & workbench
Document types	All
Legal Archive	Email notification & online download
Support	Online Help Center
Electr. catalogs	Yes, self-service
Integration	No
Reporting	No
Fees	No

2
Enterprise Account

An **Enterprise Account** is a full-feature account that is created prior to the first transaction by means of a “Trading Relationship Request” from your buyer. It allows you to organize and filter documents in an easy workbench, to run reports, publish electronic catalogs and set-up integration with your ERP. This account type might be subjected to fees depending on the volumes transacted.

Access	Online dashboard & workbench
Document types	All
Legal Archive	Long-term invoice archiving & mass download
Support	Direct access to enablement experts
Electr. catalogs	Yes, with assistance
Integration	Yes
Reporting	Yes
Fees	May apply



Account creation



Account creation – *For participation
in an event*

Umicore invites you



Umicore - TEST has invited you to participate in an event: RFP.



<s4system-prodeu+umicore-T.Doc850020110@eusmtp.ariba.com>



Wednesday, January 05, 2022 10:15:01 AM



Show pictures

Umicore - TEST

Welcome,

Umicore - TEST has registered you on their Ariba Spend Management site and invited you to participate in the following event: RFP. The event starts on Wednesday, January 5, 2022 at 1:14 AM, Pacific Standard Time and ends on Wednesday, January 12, 2022 at 1:14 AM, Pacific Standard Time.

1

[Click Here to access this event.](#) You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can access this event.

i

NOTE: This link is only valid for 30 days. Make sure to register on the Ariba Commerce Cloud before the link expires. After you register on the Ariba Commerce Cloud, you can no longer use this link.

When you are invited for an event, you will receive a participation email. This email will contain a link to access the event.

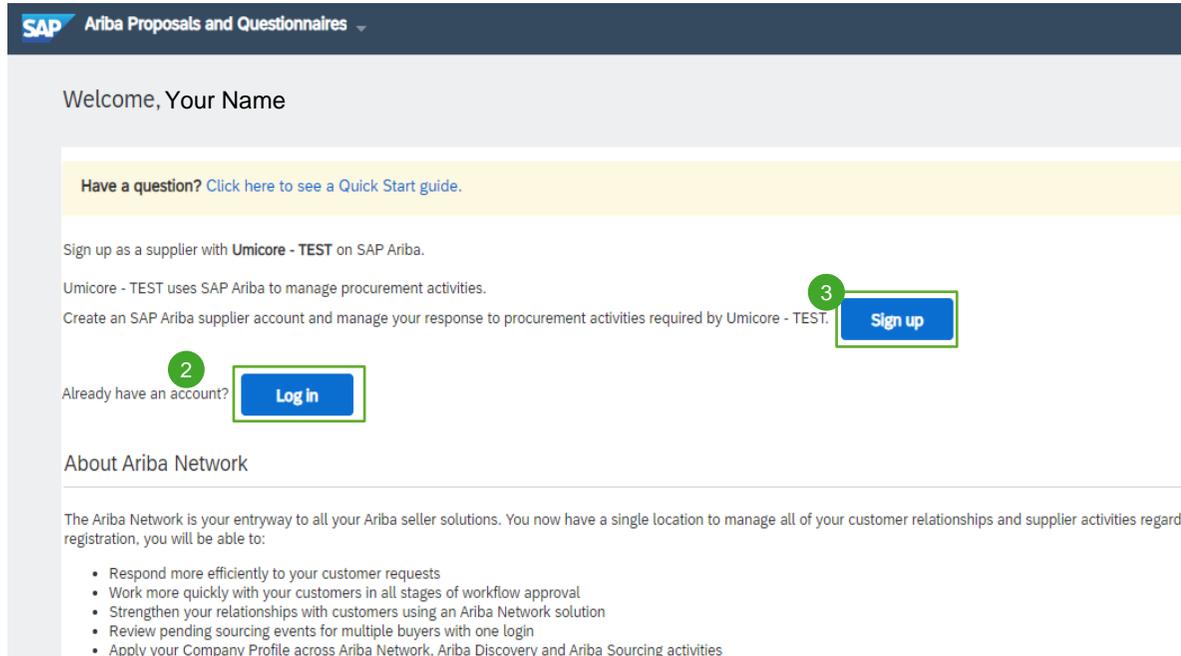
- 1 Click on the link received to access the event to sign up or login as a supplier on the SAP Ariba platform.

Additional information

- i The link is valid for only 30 days. If the link has expired, please reach out to your Umicore contact person.

NOTE: If applicable, you will have received an NDA for signature beforehand via one of Umicore buyers

Account creation on the SAP Business Network



SAP Ariba Proposals and Questionnaires

Welcome, Your Name

Have a question? [Click here to see a Quick Start guide.](#)

Sign up as a supplier with **Umicore - TEST** on SAP Ariba.

Umicore - TEST uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by Umicore - TEST.

2 Already have an account? [Log in](#)

3 [Sign up](#)

About Ariba Network

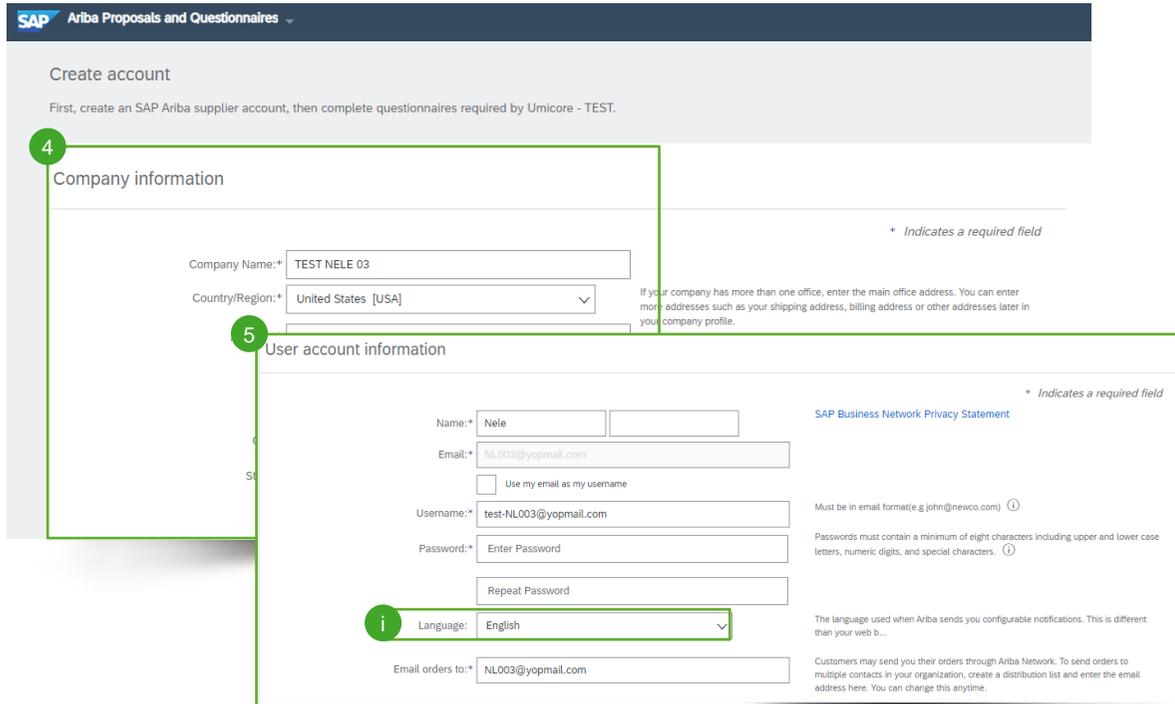
The Ariba Network is your entryway to all your Ariba seller solutions. You now have a single location to manage all of your customer relationships and supplier activities regardless of registration, you will be able to:

- Respond more efficiently to your customer requests
- Work more quickly with your customers in all stages of workflow approval
- Strengthen your relationships with customers using an Ariba Network solution
- Review pending sourcing events for multiple buyers with one login
- Apply your Company Profile across Ariba Network, Ariba Discovery and Ariba Sourcing activities

2 If you already have an Ariba account, please login with this account.

3 Sign up if you need to create a new account.

Account creation on the SAP Business Network



4 Company information

Company Name:* TEST NELE 03

Country/Region:* United States [USA]

5 User account information

Name:* Nele

Email:* NL003@yopmail.com

Use my email as my username

Username:* test-NL003@yopmail.com

Password:* Enter Password

Repeat Password

i Language: English

Email orders to:* NL003@yopmail.com

* Indicates a required field

If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

SAP Business Network Privacy Statement

Must be in email format(e.g john@newco.com)

Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters.

The language used when Ariba sends you configurable notifications. This is different than your web b...

Customers may send you their orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

- 4 Complete the account creation process by providing mandatory **company information** (e.g., company name and address).
- 5 Provide **User account information**. The email account to which the invitation was sent to, will automatically be filled in and cannot be adjusted in this stage.

Additional information

- i** In the user account creation, you are also able to select a preferred language to be used when SAP Ariba sends you configurable notifications

Account creation on the SAP Business Network

Tell us more about your business

6 -or-

7 -or-

Tax ID: Enter your nine-digit Company Tax I

DUNS Number: Enter the nine-digit number issued t
appended with "-T" in test account. ⓘ

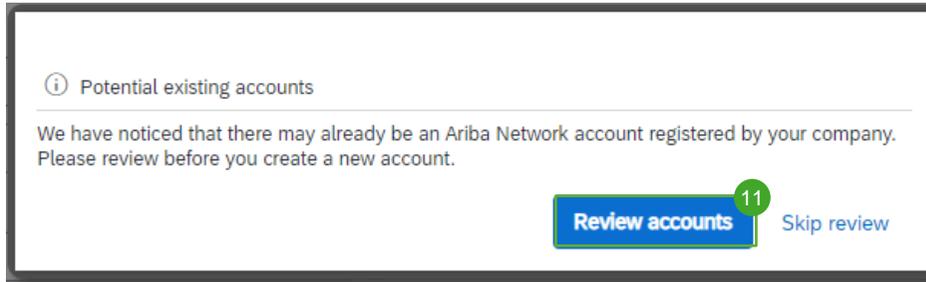
8 I have read and agree to the [Terms of Use](#)

9 I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Net
Please see the [SAP Business Network Privacy Statement](#) to learn how we process personal data.

10

- 6 Complete the **Product & Service Categories** so that SAP Ariba is able to classify your company in certain sectors/industries.
- 7 Enter your **Ship-to or Service Locations**.
- 8 Read and agree to the **Terms of Use**.
- 9 Agree with the **SAP Business Network Privacy statement**.
- 10 Finally, create your account and continue.

Account creation on the SAP Business Network



Before the actual account creation, the system will check whether your company already has an account on the SAP Ariba Network.

- 11** You can check these existing accounts by clicking on the **Review accounts** button.

Account creation on the SAP Business Network

Search results (20) **Bold font:** Matched values

Company name	Email domain matched	Country	State	DUNS number	Action 
Umicore Precious Metals Refining	Yes	Belgium			Contact administrator
UMICORE PRECIOUS METALS REFINING	Yes	Belgium			Contact administrator
UMICORE SPECIALTY MATERIALS BRUGGE NV	Yes	Belgium	001		Contact administrator
Umicore	Yes	Belgium	Antwerpen		
Umicore Specialty Materials Brugge NV	Yes	Belgium	West-Vlaanderen		
Umicore Electro-Optic Materials	Yes	Belgium			
Umicore	Yes	Belgium			

Contact administrator

To obtain a user account, please provide the requested information below:

Your name * Your company name *

Your email * Your phone number

Your message *

Hello,

I recently attempted to create an account on Ariba Network. During the account creation process, SAP Ariba returned your account as a match.

Please contact me to determine if I should use this account.

Thank you.

I'm not a robot 

14 **Send** Cancel

- 12 Check the list of potential existing accounts.
- 13 If you are able to detect the correct account, you can click **Contact Administrator**.
- 14 Fill in the required fields and click **Send**.
- 15 This will send an email to the administrator of the account with your contact information so they can contact you.
- 16 The administrator will need to add you as a user with the necessary permissions, so you can use that account to login through the invitation.
- 17 Alternatively, if none of the accounts shown seem relevant, go back to the previous screen and proceed with account creation.

Account creation on the SAP Business Network

Welcome to the Ariba Commerce Cloud
Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>
🕒 Wednesday, January 05, 2022 6:17:00 PM

Reply Forward     ⋮



Welcome to the Ariba Commerce Cloud
Your registration process on the Ariba Commerce Cloud for TEST NELE 03 is now complete.

Your organization's account ID: **AN11020238979-T**
Your username: **NL003@yopmail.com**

As the account administrator for this account, make sure to keep your username and password in a secure place. Do not share this information.

If you registered after receiving an invitation from an Ariba On Demand Sourcing buyer, you can now access and participate in the buyer's sourcing events. The Seller Collaboration Console provides a centralized location for you to manage all your Ariba On Demand Sourcing events and buyer relationships.

Ariba On Demand Sourcing buyers might request that you complete additional profile information as part of their Supplier Profile Questionnaire. When you access customer requested fields for a specific buyer, you will see a pop-up page with that buyer's name; that page contains the buyer's customer requested fields.

You can immediately perform administrative and configuration tasks such as creating users and completing your company profile. If account administration is not part of your job responsibility, you can transfer the administrator role at any time to another person in your organization whose responsibilities are more in line with account administration.

Good to Know:
Your Ariba Commerce Cloud account provides a central access point to the seller-facing capabilities of the following Ariba solutions:

- Ariba Discovery™ (Leads)
- Ariba Sourcing™ (Proposals)
- Ariba Contract Management™ (Contracts)
- Ariba® Network (Orders & Invoices)

- 17 Upon account creation, you will receive a confirmation e-mail. We advise you to keep this e-mail in your archive.
- 18 In case you didn't receive an email, please have a look in your SPAM folder or consult our guidelines to contact the SAP Ariba Helpdesk.

Account creation – *From an interactive PO*

Umicore invites you



Umicore - TEST sent a new Purchase Order 3498000793

Umicore - TEST* <ordersender-prod@ansmtp.ariba.com>
To: UMISESupplier2@ypmail.com

3498000793.htm 47 KB
3498000793.pdf 9 KB

Umicore - TEST sent a new order

If more than one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to them as well.

Message from your customer Umicore - TEST
Dear Supplier,
We would like to inform you of the creation of a new Purchase Order for Umicore.
Please carefully read our terms and conditions on the Umicore Supplier Zone (www.umicore.com/en/supplier-zone) by navigating to the 'Document Center' and choosing the Umicore legal entity you will interact with. In the Document center you will also find more information and detailed instructions on invoicing.
For more details on using SAP Ariba, please navigate to the following page: www.umicore.com/en/supplier-zone/sap-ariba-umicore

Best Regards,
Umicore P&T team

1 Process order

This purchase order was delivered by Ariba Network. For more information about Ariba and Ariba Network, visit <https://www.ariba.com>.

From: Customer Umicore SA Broekstraat 31 rue de Marais 1000 Brussels Belgium	To: UMI SE SUPPLIER 2-TEST Gateway building Luchthaven Hoboken Belgium Phone: Fax:	Purchase Order (New) 3498000793 Amount: 24.00 EUR Version: 1
--	---	---

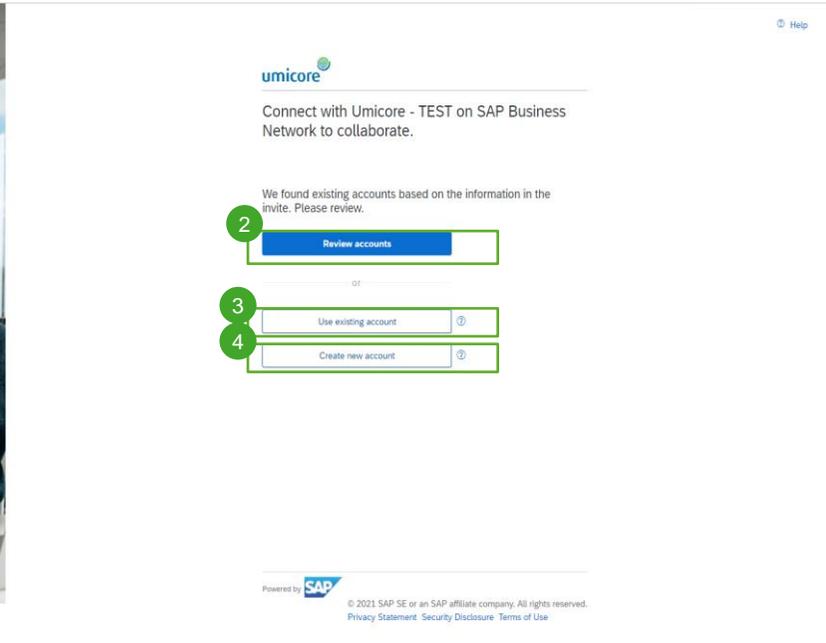
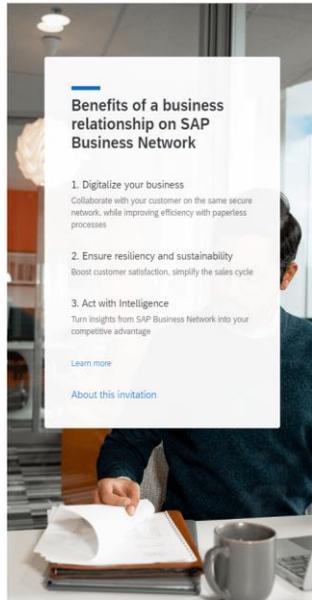
When you are invited to connect on the SAP Business Network, you will receive an interactive PO message. This email will contain a link to access the order and connect with Umicore.

- 1 Click on “Process Order” to connect with Umicore

Additional information

- i Please make sure to verify order details for accuracy already in the email send.

Account registration on the SAP Business Network



umicore

Connect with Umicore - TEST on SAP Business Network to collaborate.

We found existing accounts based on the information in the invite. Please review.

2

or

3

4

Powered by 

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[Privacy Statement](#) [Security Disclosure](#) [Terms of Use](#)

To process the order on the SAP Business Network you have several possibilities:

- 2 Click on “Review Accounts” to check whether your company previously already created an SAP Business Account for other customers
- 3 Click on “Use existing account” to log in with an SAP Business account you already own
- 4 Click on create new account to create a new account if your company does not have created any SAP business account in the past

Review existing accounts

< Back

Review matched accounts

Your company may already have an account. Please review the accounts in the table below.

Search Criteria [Edit](#)

Company Name	E-mail address	Country
Beata Test01		

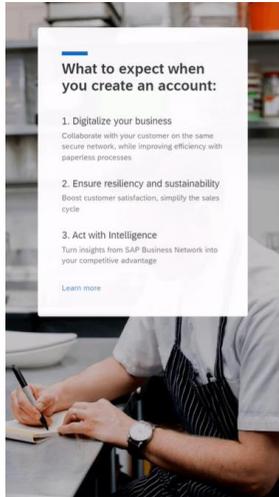
Search results (20) | ★ Means you are a user of this account **Bold font:** Matched values

Company name	Email domain matched	Country	State	DUNS number	Action
	Yes	Czech Republic	Central Bohemia		Use this account
	Yes	Czech Republic	Prague		Use this account
	Yes	Czech Republic	Prague		Use this account
Cia. TALGO SUPPLIER1	Yes	Spain	Madrid		Contact administrator
Beata Test01	No	Spain			Contact administrator
Beata Test01	No	Spain	Barcelona		Contact administrator
Beata Test01	No	Spain	Barcelona		Contact administrator

By clicking on “Review Accounts”, you will see a list of potential accounts your company already created in the past

- 5 If you recognize one of these accounts, click on “Contact Administrator” to access this account and get log-in details. Please align with the admin if you could and should have access to their account

Create a new account



Create an account to connect and collaborate with Test Buyer on SAP Business Network

6

Company information ⓘ

Company (legal) name *
Beata Test01

Country/Region *
United States [USA]

Address line 1 *
Downtown

Address line 2

Address line 3

City *
Boston

State *
Massachusetts [US-MA]

Zip *
09999

7

Administrator account information ⓘ

First name *
Gayde

Last name *
McTest

Email *
test@guide.com

8

Use my email as my username

Password *

Repeat password *

9

Business role *
Choose your primary business role

I have read and agree with the Terms of Use.

I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the Privacy Statement to learn how we process personal data.

10

I'm not a robot

Create account

If you need a new account, click on “Create New Account”.

- 6 Please complete your company information on this page
- 7 Additionally, you will have to complete the administrator account details.
- 8 If you want to have a different username than your email, un-click “Use my email as username”
- 9 Agree with Terms of Use
- 10 Click on “Create Account”

Additional information

- i Please note that once your account is created, future orders will be send to this account and to the administrator account email address

PO view in the Business Network



SAP Business Network - Standard Account [Get enterprise account](#) TEST MODE

Purchase Order: 3498000792 Done

[Create Order Confirmation](#) [Create Ship Notice](#) [Create Invoice](#)

[Order Detail](#) [Order History](#)

From:
Customer
Umicore SA
Broekstraat 31 rue de Marais
1000 Brussels
Belgium
Phone:
Fax:

To:
UMI SE SUPPLIER 1-TEST
Fabriekstraat 40
Brussel
1000 Brussel
Bruxelles-Capitale, Région de
Belgium
Phone:
Fax:
Email: UMISESupplier1@yopmail.com

Purchase Order
(New)
3498000792
Amount: 74.00 EUR
Version: 1
[Track Order](#)

Payment Terms
0.000% 30
Within 30 days due net from date of invoice

Comments

Opening text and Closing days:
Please read the document in the attachment for purchase order and delivery instructions.
Umicore will be closed on following days: 09.04.2023|10.04.2023|01 ... [View more >](#)

Footer:
Umicore NV/SA, Tel.: +32-2-227 71 11, VAT BE 0401 574 852
Naamloze Vennootschap - Société Anonyme, Fax.: +32-2-227 79 00, RPM/RPR Brussels
Broekstraat 31 Ru ... [View more >](#)

Contact Information
Supplier Address
UMI SE SUPPLIER 1
Email: UMISESupplier1@yopmail.com
Phone: +32 () 0032479100243
Fax:
Address ID: 0002079218
Buyer ID: 0002079218

Purchasing Agent
Gerardi, Alain
Email: Alain.Gerardi@eu.umicore.com

Routing Status: Sent
External Document Type: External PO (2011)

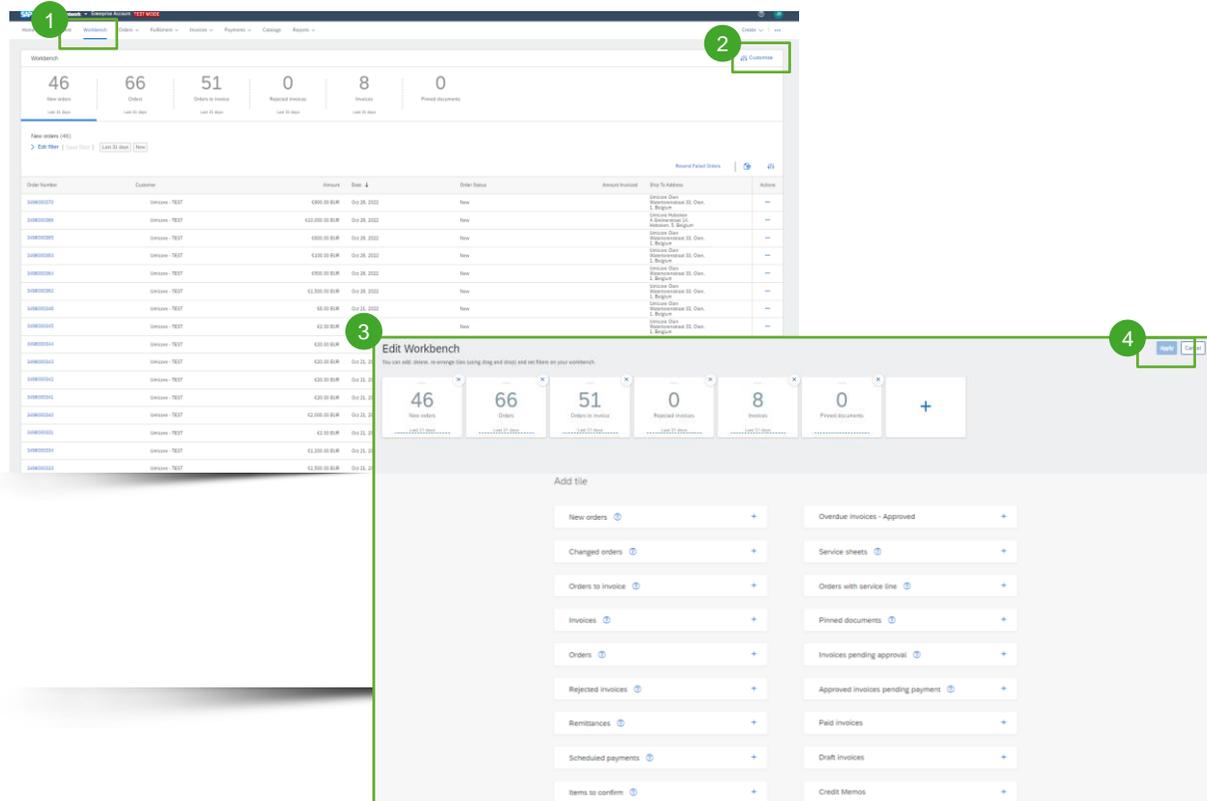
Whether you logged in via an existing account or created a new one, you will end up on the purchase order detail view in the Business Network.

Afterwards, all new PO's from Umicore will be sent to the account you linked via this first PO.

From this view you can act upon the Purchase Order. More details on how to act upon a Purchase Order and Invoice on the SAP Business Network can be found in the dedicated supplier guidelines on our Umicore Supplier Zone.

Account configuration

Account configuration - workbench



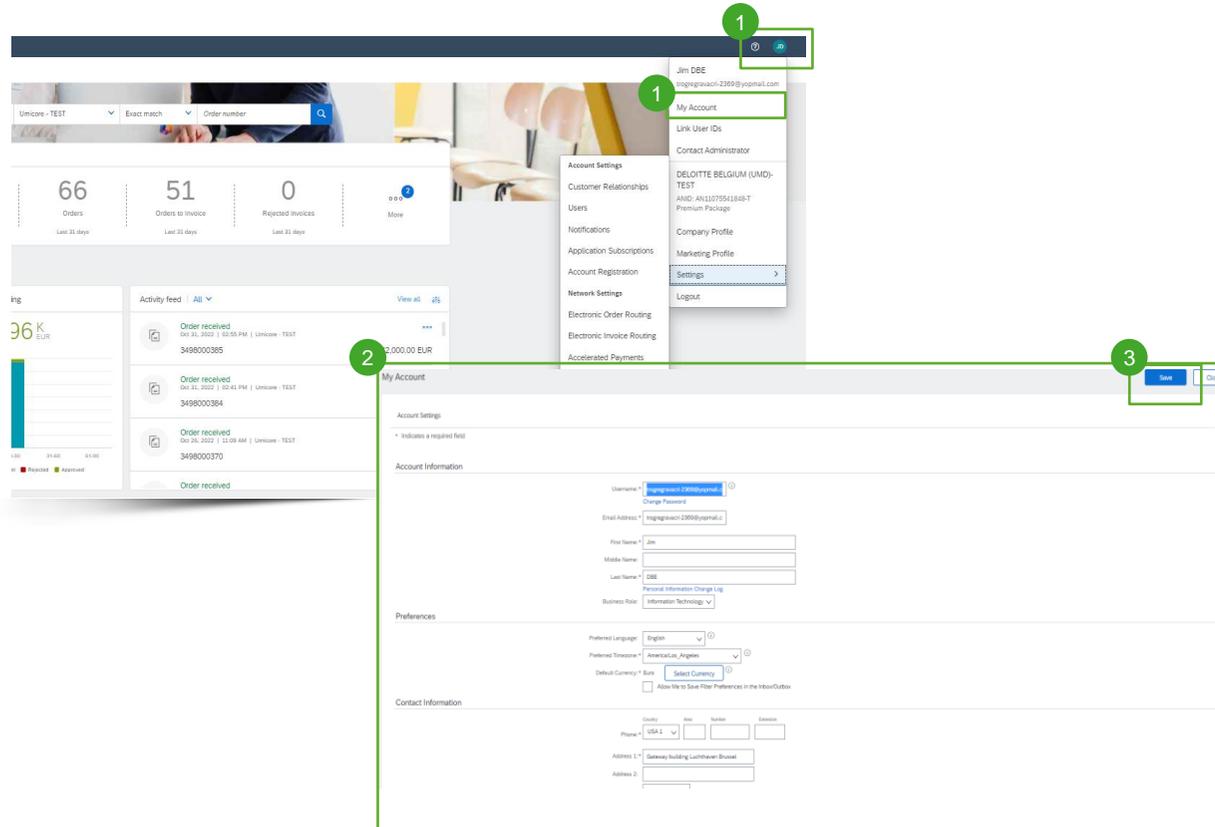
The screenshot displays the SAP Workbench interface. At the top, a navigation bar includes 'Workbench' (highlighted with a green box and '1') and 'Customize' (highlighted with a green box and '2'). The main dashboard features several tiles: 'New orders' (46), 'Orders' (66), 'Orders to invoice' (51), 'Rejected invoices' (0), 'Invoices' (8), and 'Pinned documents' (0). Below these is a table of 'New orders (46)'. A modal window titled 'Edit Workbench' is open, showing the same dashboard tiles and a grid of available tiles to be added or removed. The modal includes an 'Apply' button (highlighted with a green box and '4').

Order Number	Customer	Amount	Date	Order Status	Amount Invoiced	Ship To Address	Address
348800070	Umicore - TEST	4000.00 EUR	Oct 28, 2022	New		Customer Data Empressment 10, Chen, 3, Belgium	
348800080	Umicore - TEST	430.000.00 EUR	Oct 28, 2022	New		Customer Data Empressment 10, Chen, 3, Belgium	
348800090	Umicore - TEST	4000.00 EUR	Oct 28, 2022	New		Customer Data Empressment 10, Chen, 3, Belgium	
348800100	Umicore - TEST	4200.00 EUR	Oct 28, 2022	New		Customer Data Empressment 10, Chen, 3, Belgium	
348800110	Umicore - TEST	4000.00 EUR	Oct 28, 2022	New		Customer Data Empressment 10, Chen, 3, Belgium	
348800120	Umicore - TEST	43.000.00 EUR	Oct 28, 2022	New		Customer Data Empressment 10, Chen, 3, Belgium	
348800130	Umicore - TEST	40.000.00 EUR	Oct 28, 2022	New		Customer Data Empressment 10, Chen, 3, Belgium	
348800140	Umicore - TEST	42.000.00 EUR	Oct 28, 2022	New		Customer Data Empressment 10, Chen, 3, Belgium	
348800150	Umicore - TEST	42.000.00 EUR	Oct 28, 2022	New		Customer Data Empressment 10, Chen, 3, Belgium	
348800160	Umicore - TEST	42.000.00 EUR	Oct 28, 2022	New		Customer Data Empressment 10, Chen, 3, Belgium	
348800170	Umicore - TEST	42.000.00 EUR	Oct 28, 2022	New		Customer Data Empressment 10, Chen, 3, Belgium	
348800180	Umicore - TEST	42.000.00 EUR	Oct 28, 2022	New		Customer Data Empressment 10, Chen, 3, Belgium	
348800190	Umicore - TEST	42.000.00 EUR	Oct 28, 2022	New		Customer Data Empressment 10, Chen, 3, Belgium	
348800200	Umicore - TEST	42.000.00 EUR	Oct 28, 2022	New		Customer Data Empressment 10, Chen, 3, Belgium	
348800210	Umicore - TEST	42.000.00 EUR	Oct 28, 2022	New		Customer Data Empressment 10, Chen, 3, Belgium	
348800220	Umicore - TEST	42.000.00 EUR	Oct 28, 2022	New		Customer Data Empressment 10, Chen, 3, Belgium	
348800230	Umicore - TEST	42.000.00 EUR	Oct 28, 2022	New		Customer Data Empressment 10, Chen, 3, Belgium	
348800240	Umicore - TEST	42.000.00 EUR	Oct 28, 2022	New		Customer Data Empressment 10, Chen, 3, Belgium	
348800250	Umicore - TEST	42.000.00 EUR	Oct 28, 2022	New		Customer Data Empressment 10, Chen, 3, Belgium	
348800260	Umicore - TEST	42.000.00 EUR	Oct 28, 2022	New		Customer Data Empressment 10, Chen, 3, Belgium	
348800270	Umicore - TEST	42.000.00 EUR	Oct 28, 2022	New		Customer Data Empressment 10, Chen, 3, Belgium	
348800280	Umicore - TEST	42.000.00 EUR	Oct 28, 2022	New		Customer Data Empressment 10, Chen, 3, Belgium	
348800290	Umicore - TEST	42.000.00 EUR	Oct 28, 2022	New		Customer Data Empressment 10, Chen, 3, Belgium	
348800300	Umicore - TEST	42.000.00 EUR	Oct 28, 2022	New		Customer Data Empressment 10, Chen, 3, Belgium	

Dashboard tiles provide you quick glances into your documents on Ariba Network. You can remove or add action tiles to show up at your dashboard

- 1 Go to the tab “Workbench”
- 2 Select “Customize”
- 3 Add, select and remove action tiles as desired
- 4 Click Apply to save your changes

Account configuration – user account information



The screenshot displays the Umicore user account configuration interface. The top navigation bar shows the user's name 'Jim DBE' and a dropdown menu with 'My Account' selected. The dashboard includes a search bar, order statistics (66 Orders, 51 Orders to Invoice, 0 Rejected Invoices), and an activity feed. The 'My Account' dropdown menu is open, showing options like 'Settings' and 'Logout'. The 'Settings' option is highlighted, and a 'Save' button is visible. The 'My Account' form is shown below, with fields for account information, preferences, and contact information. The form is partially filled with test data.

1 To complete your profile, select “My Account” from the dropdown menu.

2 Enter your personal information as well as your preferred language, time zone and currency

3 Click “Save”

- 1 To complete your profile, select “My Account” from the dropdown menu.
- 2 Enter your personal information as well as your preferred language, time zone and currency
- 3 Click “Save”

Additional information

- ! By default, buying organizations can see your account administrator’s name, phone number and email address. If you are account administrator, you can click on “Hide my personal contact information” in the “Contact Information Preferences” to hide information from organizations other than those you have a customer relationship with.

Account configuration – company profile

1

2

3

1 To complete your profile, select “Company Profile” from the dropdown menu.

2 Complete all suggested fields within the tabs to best represent your company.

3 Click “save”.

NOTE: The more complete a profile, the higher the likelihood of increasing business with existing and prospective customers.

Account configuration – notifications

The screenshot shows the Umicore account configuration interface. A dropdown menu is open, showing the 'Notifications' option selected. The 'Network' tab is active, displaying a table of notification types and their configurations. The table has columns for 'Type', 'Send notifications when...', and 'To email addresses (one required)'. The 'Order' type is expanded, showing several notification options with checkboxes and email addresses.

Type	Send notifications when...	To email addresses (one required)
Order	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable.	+ trogregravacni-2369@yopmail.com
	<input checked="" type="checkbox"/> Send a notification when a new collaboration request against an existing order is received.	
	<input checked="" type="checkbox"/> Send notification for new purchase orders to suppliers.	
	<input type="checkbox"/> Send notification to suppliers when purchase orders are changed.	
	<input checked="" type="checkbox"/> Send a notification when orders are on hold due to non-payment of fee.	
Purchase Order Inquiry	<input checked="" type="checkbox"/> Send a notification when purchase order inquiries are received.	+ trogregravacni-2369@yopmail.com
	<input checked="" type="checkbox"/> Send a notification when purchase order inquiries are undeliverable.	
Time Sheet	<input type="checkbox"/> Send a notification when time sheets are undeliverable.	+ trogregravacni-2369@yopmail.com
Pending Queue	<input type="checkbox"/> Send a notification when items delivered through pending queue are not acknowledged.	+ trogregravacni-2369@yopmail.com
Order Confirmation (Est.us)	<input type="checkbox"/> Send a notification when order confirmations are undeliverable.	+ trogregravacni-2369@yopmail.com

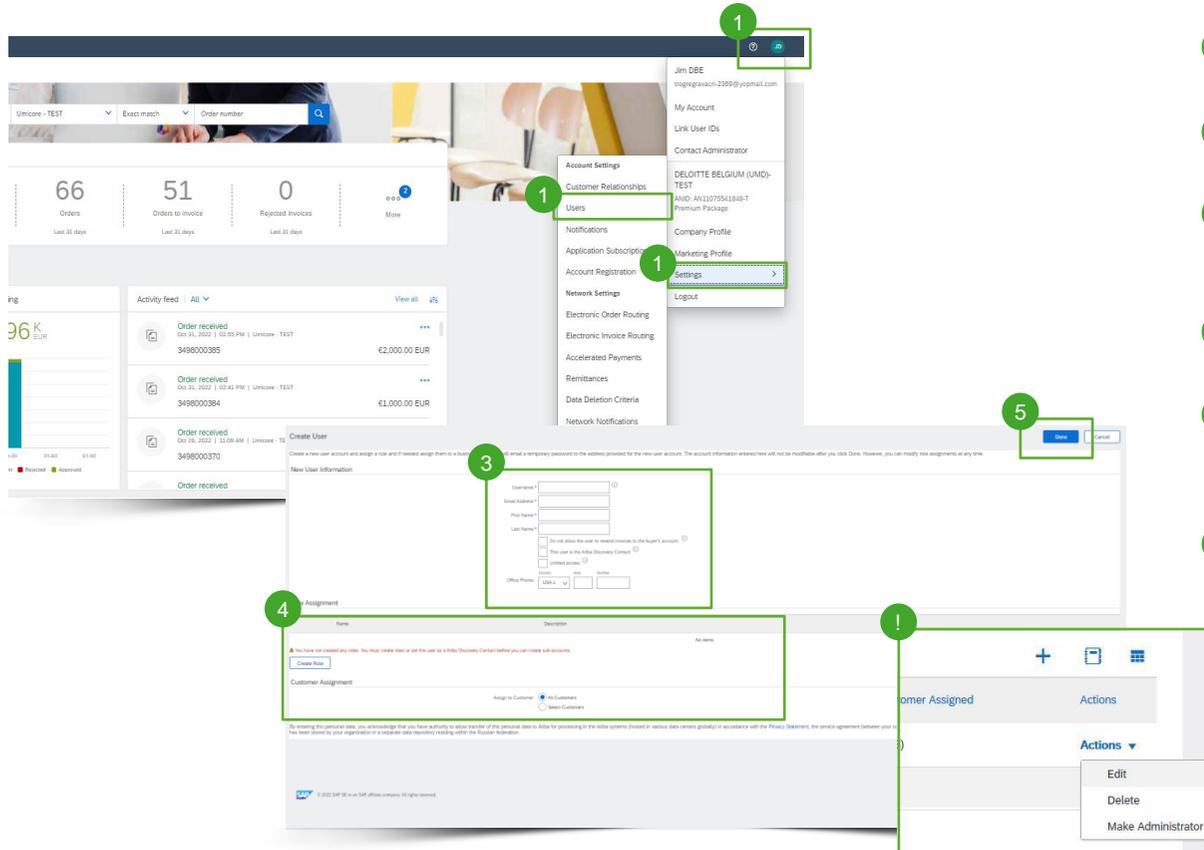
The Network Notifications section indicates which system notifications to receive and to which email addresses to send them to.

- 1 Select “Notifications” from the dropdown menu.
- 2 Switch to the “Network” tab.
- 3 Choose the check box for each notification type you want to receive, and enter up to three email addresses, separated by commas.

Additional information

- ! To send one notification type to more than three email addresses, create a distribution list in your email system and enter the name of that distribution list in the appropriate field on the Notifications page

Account configuration – additional users

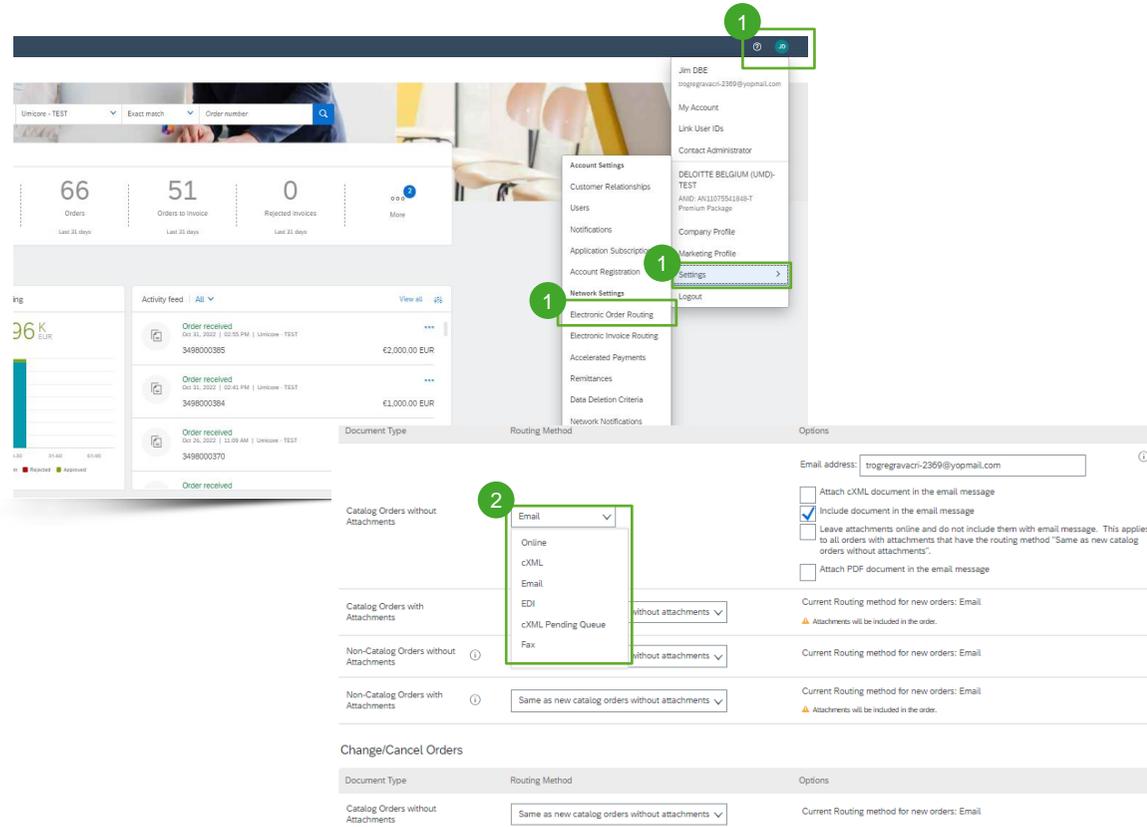


- 1 Select “Users” from the dropdown menu.
- 2 Under the tab “Manage Users”, click on the “+” sign to create a new user. +
- 3 Enter a username (email format), email address, first and last name, and optionally a phone number for this user.
- 4 Select a role in the Role Assignment section and the customer assignment.
- 5 Click “Done”

Additional information:

- ! To Edit or Modify users, click on Actions. The are:
 - “Edit” to modify role or reset the user’s password.
 - Delete user.
 - Make administrator.
 - Add/remove from contact list.

Account configuration – email address for PO's



The screenshot displays the SAP Ariba account configuration page. A dropdown menu is open, showing various settings. The 'Electronic Order Routing' option is highlighted with a green box and a '1' in a circle. Below the dropdown, a table lists routing methods for different document types. The 'Email' method is selected for 'Catalog Orders without Attachments' and 'Non-Catalog Orders without Attachments', also highlighted with a green box and a '2' in a circle. The 'Email address' field is visible at the top right of the configuration area.

Document Type	Routing Method	Options
Catalog Orders without Attachments	Email	Email address: trogravacri-2369@yopmail.com
Catalog Orders with Attachments	without attachments	Attach cXML document in the email message <input checked="" type="checkbox"/> Include document in the email message <input type="checkbox"/> Leave attachments online and do not include them with email message. This applies to all orders with attachments that have the routing method "Same as new catalog orders without attachments". <input type="checkbox"/> Attach PDF document in the email message
Non-Catalog Orders without Attachments	without attachments	Current Routing method for new orders: Email ⚠ Attachments will be included in the order.
Non-Catalog Orders with Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email ⚠ Attachments will be included in the order.

1 Select “Electronic Order Routing” from the dropdown menu.

2 Choose on of the following routing methods:

1. “Online” (default): orders are received within your account, but notifications are not sent out.

2. “Email” (recommended): email notifications are sent out, and can include a copy of the PO, when orders are received within your account.

3 Configure e-mail notifications. It is recommended to activate the notification for undeliverable orders.

Additional information

i Select “Same as new catalog orders without attachments” for the other document types to automatically have the settings duplicated.

NOTE: You can enter up to 5 email addresses, separated by a comma and no space.

Account configuration – bank information



The screenshot shows the Umicore account configuration interface. A dropdown menu is open, showing various settings options. The 'Remittances' option is highlighted with a green box and a '1' in a green circle. Below the dropdown, the 'Create Remittance Address / Payment Info' form is visible. The form has several sections: 'Remittance Address', 'Remittance Information', 'Payment Methods', and 'ACH'. The 'Remittance Address' section has fields for Address 1, Address 2, Address 3, City, State (dropdown), Zip, and Country/Region (dropdown). The 'Remittance Information' section has fields for Customer ID and Remittance ID. The 'Payment Methods' section has a checkbox for 'Include Bank Account Information in Invoices'. The 'ACH' section has fields for Account Name, Account #, and Bank Account Type. A green box and a '3' in a green circle highlight the 'OK' button at the bottom right of the form. Two green exclamation marks in circles are placed on the left side of the form, indicating required fields.

1 Select “Remittances” from the dropdown menu.

2 Click on “Create” or “Edit” remittance information.

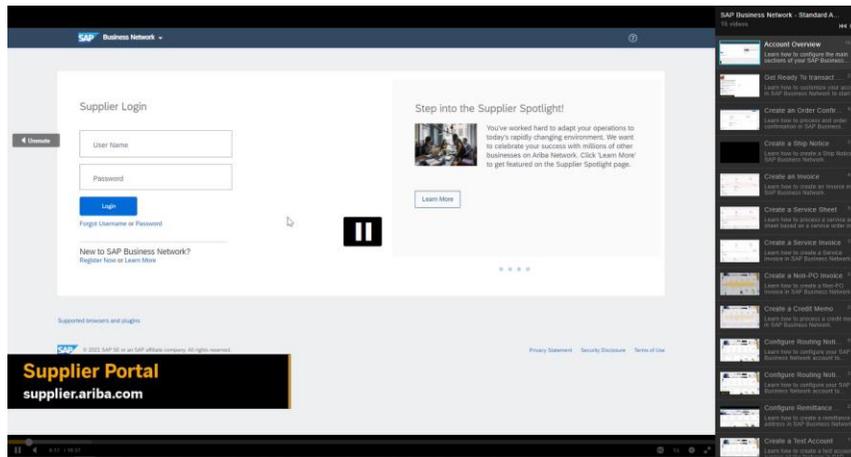
3 Click “OK” when done.

Additional information:

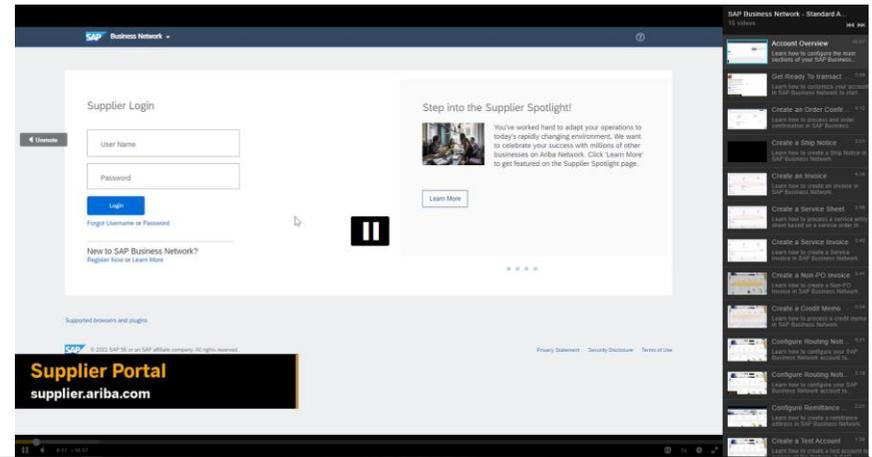
! For Umicore, you need add a payment method and/or banking information, make sure to tick the box “Include Bank Account Information in invoices”. Then complete all required fields under ACH or Wire Transfer.

Looking for video material?

Please visit the below link to access the available video material on how to act on the SAP Business Network:



[Click here for English](#)



[Click here for French](#)

For additional information:

- Please consult our Umicore SAP Ariba supplier zone
- Reach out to your Umicore contact person
- Send an email to our Ariba support team
(ariba.supplier.support@umicore.com)

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