



# Supplier guidelines

## Get Ready to Transact with Standard Account

# Umicore invites you



Umicore - TEST sent a new Purchase Order 3498000793

Umicore - TEST\* <ordersender-prod@ansmp.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](http://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](http://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>.

<b>From:</b> Customer Umicore SA Broekstraat 31 rue de Marais 1000 Brussels Belgium	<b>To:</b> UMI SE SUPPLIER 2-TEST Gateway building Luchthaven Hoboken Belgium Phone: Fax:	<b>Purchase Order</b> (New) 3498000793 Amount: 24.00 EUR Version: 1
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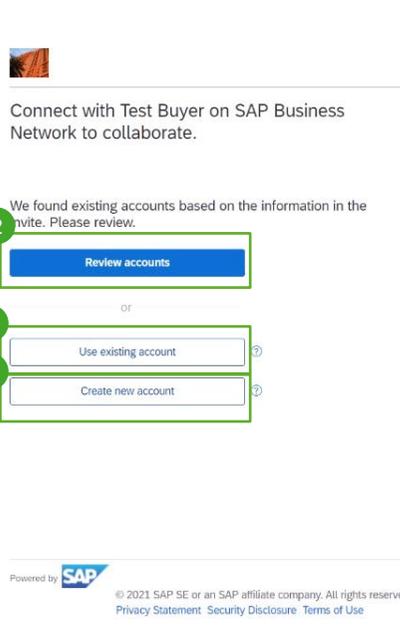
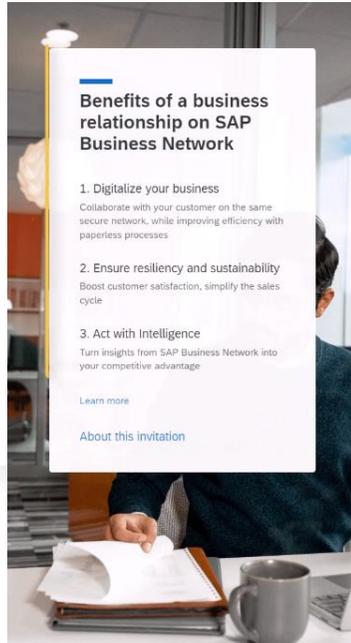
When you are invited to connect on the SAP Business Network, you will receive an interactive PO message. This email will contain a link to access the order and connect with Umicore.

- 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 Ariba Network



[Help](#)

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 a 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

# Option 1: 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		

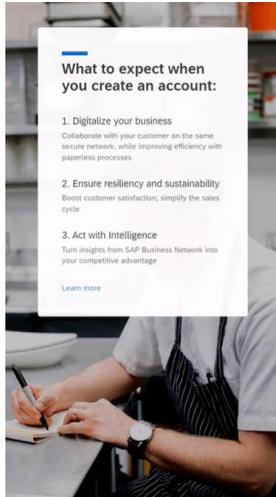
Search results (20) | ★ Means you are a user of this account **Bold font:** Matched values

Company name	Email domain matched	Country	State	DUNS number	Action
	Yes	Czech Republic	Central Bohemia		<a href="#">Use this account</a>
	Yes	Czech Republic	Prague		<a href="#">Use this account</a>
	Yes	Czech Republic	Prague		<a href="#">Use this account</a>
Cia. TALGO SUPPLIER1	Yes	<b>Spain</b>	Madrid		<a href="#">Contact administrator</a>
<b>Beata Test01</b>	No	<b>Spain</b>			<a href="#">Contact administrator</a>
Beata Test01	No	Spain	Barcelona		<a href="#">Contact administrator</a>
Beata Test01	No	Spain	Barcelona		<a href="#">Contact administrator</a>

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

# Option 2: 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

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Administrator account information ⓘ

First name \*  
Gayde

Last name \*  
McTest

Email \*  
test@guide.com

8  Use my email as my username

Password \*  
\*\*\*\*\*

Repeat password \*  
\*\*\*\*\*

Business role \*  
Choose your primary business role

9  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

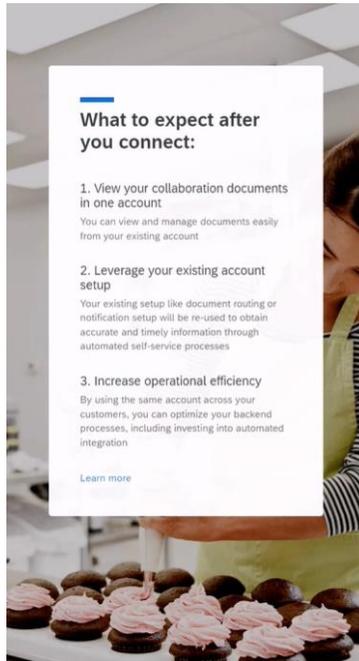
If you need a new account, click on “Create New Account”.

- 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 sent to this account and to the administrator account email address

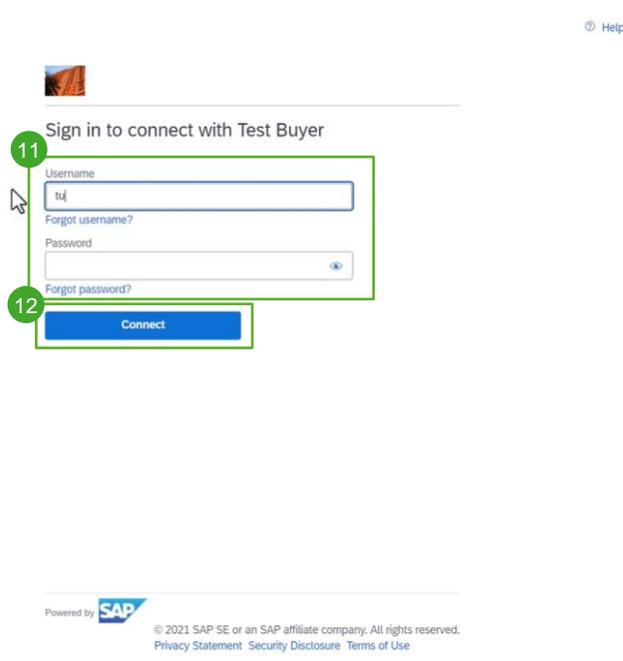
# Option 3: Login with existing account



**What to expect after you connect:**

- 1. View your collaboration documents in one account**  
You can view and manage documents easily from your existing account
- 2. Leverage your existing account setup**  
Your existing setup like document routing or notification setup will be re-used to obtain accurate and timely information through automated self-service processes
- 3. Increase operational efficiency**  
By using the same account across your customers, you can optimize your backend processes, including investing into automated integration

[Learn more](#)



Help

Sign in to connect with Test Buyer

11 Username

Forgot username?

Password

Forgot password?

12

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- 11 If you already know your SAP Business Account details, you can log in with your credentials via “Use existing account”
- 12 Click on connect to make sure Umicore’s purchase order details will be visible in your account

# PO view in the Business Network



The screenshot shows the SAP Business Network interface for a Purchase Order (PO) titled 'Purchase Order: 04\_19\_2022\_02\_PO1'. The header includes navigation buttons for 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. The main content area is divided into several sections: 'Order Detail' and 'Order History' tabs, a 'From' section for 'Customer BuyerA USA' with contact information for Germany, and a 'To' section for 'Besta Test01 Downtown' with contact information for the United States. A 'Purchase Order' summary shows the PO number '04\_19\_2022\_02\_PO1' and an amount of '4400.00 USD'. Below this is a 'Payment Terms' section showing '0.5% 10 NET 30' and a 'Comments' section with a link to terms and conditions. The 'Other Information' section lists various details like 'Website', 'Terms and Conditions', 'freightTerms', 'Collect', 'deliveryTerms', 'Shipping Point', 'specialAnnouncements', 'specialAnnouncements', 'Customer W/ITax ID', and 'BuyerId\_12345'. The 'Ship All Items To' section is 'Buyer ABC', the 'Bill To' section is 'Accounts Payable BuyerA-Clark Corp', and the 'Deliver To' section is 'Jenks Manufacturing Mill'. The 'Line Items' table at the bottom lists two items: Line 1 is a 'Material' item 'BEARING, FLANGE, Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque molestie metus id varius rhoncus. Cras pretium, dolor sit amet finibus fringilla. arcu sapien semper sem, ut accumsan ex enim ac tellus.' with a quantity of 2 (EA) and a need-by date of 16 May 2009, priced at 100.00 EUR. Line 2 is a 'Service' item 'SuppPartD002' with a quantity of 8 (AU) and a unit price of 25.00 EUR. A '310-P1 RITS 11276 Available Req #' is noted below. The interface also features a 'Messages' button at the bottom right.

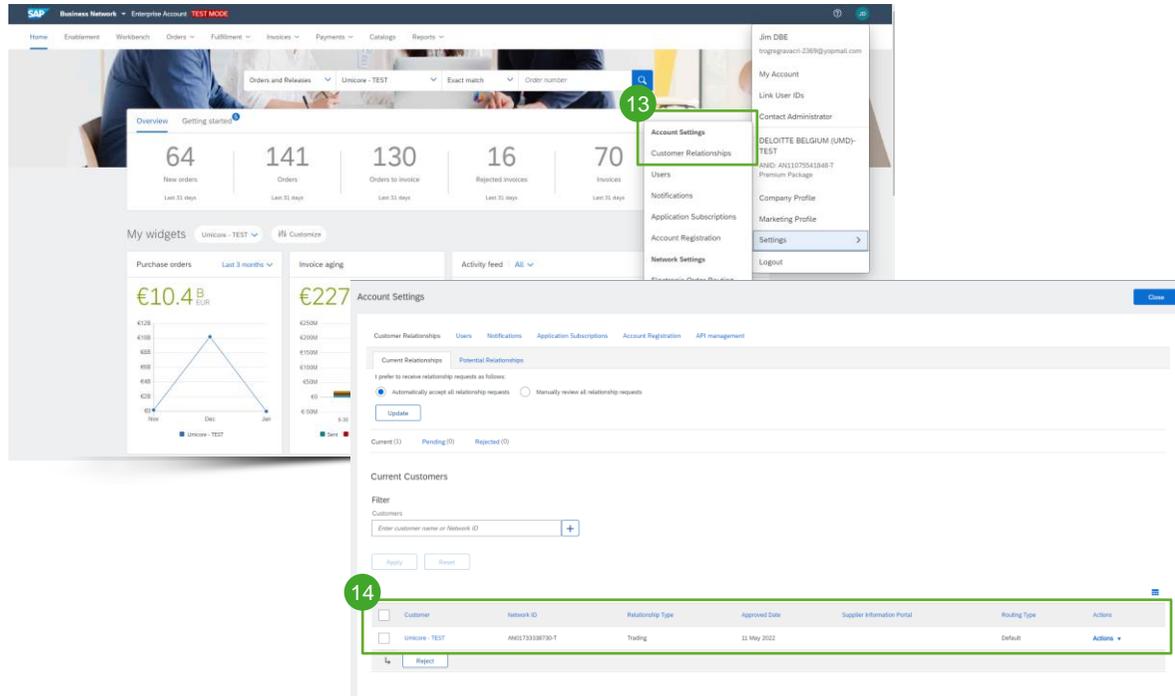
Line #	No. Schedule Lines	Part # / Description	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal	Shipping	
1		BEARING, FLANGE, Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque molestie metus id varius rhoncus. Cras pretium, dolor sit amet finibus fringilla. arcu sapien semper sem, ut accumsan ex enim ac tellus.	Material		2 (EA)	16 May 2009	100.00 EUR	200.00 EUR	0.00 EUR	Details
2		SuppPartD002	Service		8 (AU)		25.00 EUR	200.00 EUR		Details

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.

# Check relationship established



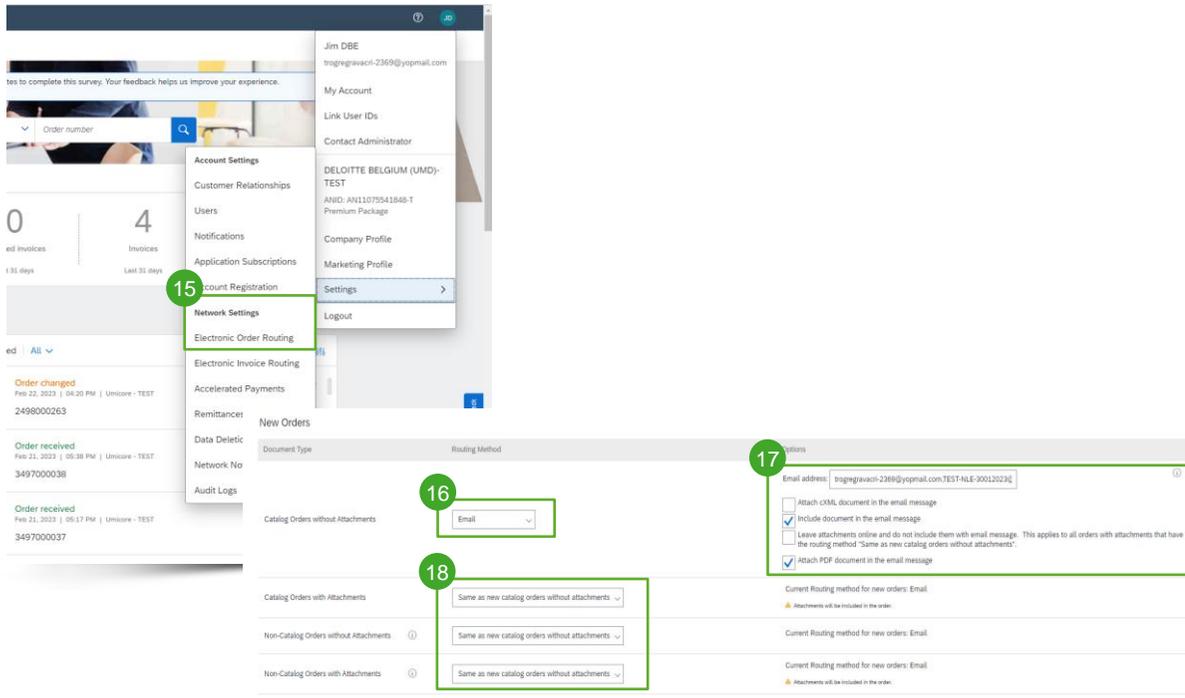
The screenshot displays the SAP Business Network user interface. At the top, the navigation bar includes 'Home', 'Enablement', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', and 'Reports'. A search bar is present with the text 'Orders and Releases' and 'Umicore - TEST'. A green circle with the number '13' highlights the 'Account Settings' menu item in the user profile dropdown. Below the navigation bar, there are several summary cards: '64 New orders', '141 Orders', '130 Orders to invoice', '16 Rejected invoices', and '70 Invoices'. A 'My widgets' section shows 'Purchase orders' at €10.4 B EUR and 'Invoice aging' at €227. The 'Account Settings' panel is open, showing tabs for 'Customer Relationships', 'Users', 'Notifications', 'Application Subscriptions', 'Account Registration', and 'API management'. The 'Customer Relationships' tab is active, displaying a section for 'Current Relationships' with a preference to 'Automatically accept all relationship requests'. Below this, the 'Current Customers' section is visible, featuring a filter input and a table of customers. A green circle with the number '14' highlights the table, which contains one entry for 'Umicore - TEST'.

Customer	Network ID	Relationship Type	Approved Date	Supplier Information Portal	Posting Type	Actions
<input type="checkbox"/>	Umicore - TEST	Trading	11 May 2022		Default	Actions

To double check if you are well connected and linked with Umicore on SAP Business Network, login to your account on [supplier.ariba.com](https://supplier.ariba.com)

- 13 Go to Settings > Account Settings > Customer Relationships
- 14 Under Current Customers, you should see Umicore in the customers list.

# Set-up Electronic Order Routing



To ensure you still receive the PO email messages with the purchase order document attached, please make sure to set-up your “Electronic Order Routing” correctly

- 15 Go to Settings > Network Settings > Electronic Order Routing
- 16 Under “New Order”, make sure the Routing method is set to “Email”
- 17 In “Options”, you can provide up to five different email address and select if you prefer to have a **pdf version** on the purchase order document attached to the mail instead of HMI.
- 18 Make sure all other order methods are set to “Same as catalog orders”

# Additional activities

Umicore - TEST Requests You to Complete Configuration Tasks for Purchase Order activity on Ariba Network

Umicore - TEST <ordersender-prod@ansmtp.ariba.com>  
To: UMSSEupplier@yopmail.com

ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.

**SAP Ariba**

**umicore**

To UMI SE SUPPLIER 1-TEST,

This notification contains important information about your Ariba® Network account (ANID: AN11168352488-7).  
Your customer, **Umicore - TEST** requires you to complete configuration tasks for the following activities:

#### → Purchase Order

This activity tracks all purchase order related tasks. You may have already completed some of these tasks in an earlier activity.

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**WHAT YOU NEED TO DO**  
To complete your new activity:

- Log in to your Ariba Network supplier account (<https://supplier.ariba.com>).
- Click the Enablement Tasks tab.
- View your task list and complete the remaining tasks. You may have already completed some of the tasks.

Sincerely,  
**The Ariba Network Team**

If you have any questions, contact [Ariba Network Support](#).

SAP A

Ariba, Inc., 3420 Hillview Ave, Bldg 1, Palo Alto, CA 94304, USA  
SAP Business Network Privacy Statement | Ariba Data Policy | Ariba Help and Support  
If a customer-specific privacy statement applies to this processing of personal data, you will see it when logged into your account.

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Business Network - Standard Account [Get enterprise account](#) [Not work](#)

Home | Enablement | Orders | Fulfillment | Invoices | Payments | Catalogs | Reports | Create | ...

### Enablement Tasks

View details of all pending tasks and complete them. Click the associated link to complete a task. You can also reopen tasks that are manually closed. If the subsequent task is not yet completed, it is recommended to enter a comment when reopening a task.

#### Activities and Tasks for Umicore - TEST [View Profile](#)

Activity Name	Date Due	Total Tasks	My Pending Tasks	Pending Buyer Tasks
Account	31 Jan 2023	5	0	0
Purchase Order	31 Jan 2023	4	0	0

This activity tracks all purchase order related tasks. You may have already completed some of these tasks in an earlier activity.

✓ Completed	Configure Purchase Order Routing and Notifications Configure your order routing method for your customers. You can choose specific routing methods for different types of incoming orders. If you use email routing it is recommended to setup a distribution list like <a href="mailto:order@yourcompany.com">order@yourcompany.com</a> . If you select online routing make sure you regularly log in to your account to check if you have received new purchase orders. Also configure email addresses to receive notifications when purchase orders are undeliverable (see the Email Notifications section below the "Electronic Order Routing" configuration).	Review
✓ Completed	Ready to Receive Purchase Orders Confirm that you are ready to receive purchase orders. If you want to test your order routing configuration, follow the instructions on the customer information portal (see link on top of your task list) on how to create a test account and test the document flow.	Reopen Task
✓ Completed	Buying Organization is Ready to Send Orders Your customer confirmed that all setup steps are done and that you can expect to receive purchase order transmitted through Ariba network from now on. This task can be either closed manually by the user or is automatically closed by the system when a purchase order is sent.	Buyer Task
✓ Completed	Purchase Order Sent Your customer has sent you at least one purchase order.	Buyer Task

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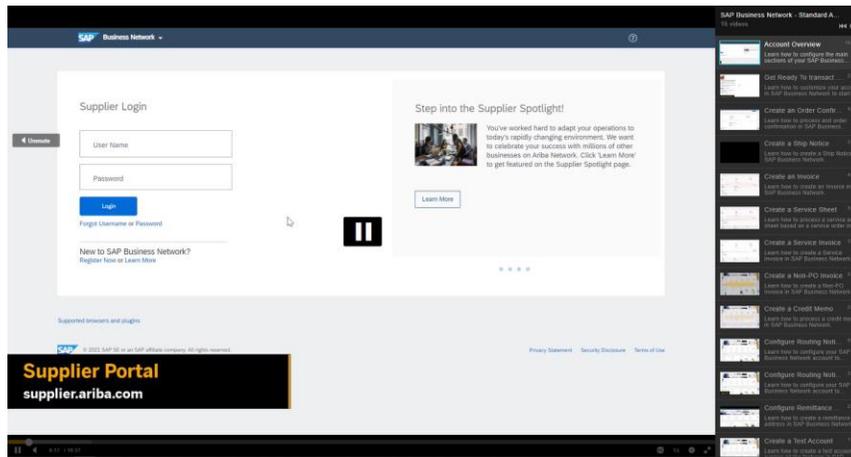
Once you connected with Umicore via the first PO, you might be required to set-up some additional enablement tasks:

19 You will first be notified by email if required with all instructions enclosed

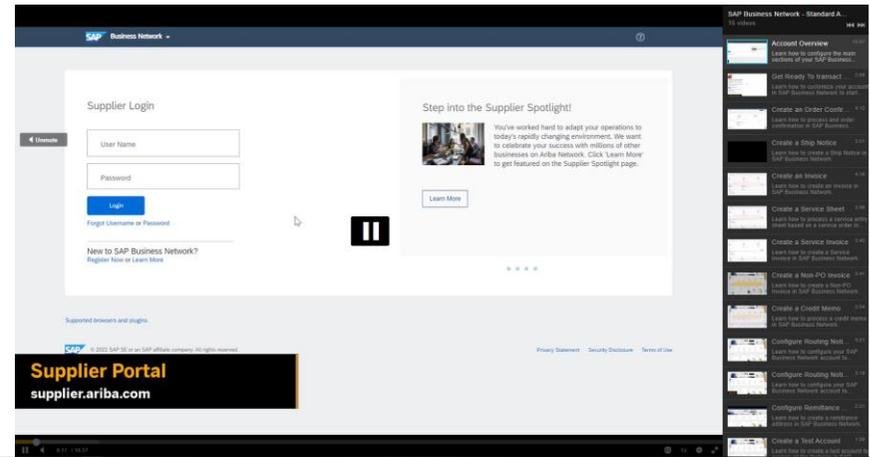
20 Login to your account on [supplier.ariba.com](https://supplier.ariba.com) and check the Enablement tab for more information

# 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](mailto:ariba.supplier.support@umicore.com))

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