10 POINTS GO-LIVE READINESS CHECKLIST

Expecting completion BEFORE system Go-live

Done?	TASK	Action Owner	Details/Recordings
	1. Attended Molex Supplier Summit	**Digital Champion/AN Acct. Admin**	Summit Video (25:01)
	2. Received and Completed the Trading Relationship Request (TRR)	**Digital Champion/AN Acct. Admin**	Supporting Guidance
	3. Configured the Supplier Account	**Digital Champion/AN Acct. Admin**	
	• Language Preferences were set		Supporting Guidance
	• Completed electronic Order AND Invoice Routing requirements		Supporting Guidance
	• Completed Company Profile Information		Supporting Guidance
	• Created a test account (if required for integration)		Supporting Guidance
	4. Created Roles, assigned Permissions and Created Users	**Digital Champion/AN Acct. Admin**	Supporting Guidance
	• Reviewed current MOLEX contact list to minimize user gaps		Provided during Readiness Session
	5. Completed additional setups on the Account	**Digital Champion/AN Acct. Admin**	
	• Confirmed Tax information		Supporting Guidance
	• Reviewed Account Settings Screen		Supporting Guidance
	• Completed Customer Relationship information		Supporting Guidance
	6. Training Completed		
	• Digital Champion/AN Account Administrator Training	**Digital Champion/AN Acct. Admin**	OnDemand Training
	• Order Collaboration Training	**Order Management Role**	OnDemand Training
	• Quality Notifications Training	**Quality Role**	OnDemand Training
	• Invoicing Training	**Accounts Receivable Role**	OnDemand Training
	• Consignment Training	**Order Management Role**	OnDemand Training
	7. User Notifications Enabled	ALL Roles	Supporting Guidance
	8. Attended Readiness Go-live Session (Digital champion forwarded session invite)	ALL Roles	
	• Aware of what CHANGED starting Go-live	ALL Roles	Reviewed during Readiness Session
	• Aware of what did NOT change	ALL Roles	Reviewed during Readiness Session
	9. Users can log into the SAP Business Network	**Digital Champion/AN Acct. Admin**	Supporting Guidance
	10. Users know how to reach out for help	ALL Roles	
	• Knows how to access the Buyer information Portal under Customer Relationships	ALL Roles	Supporting Guidance
	• Bookmarked Molex Supplier Support Site	ALL Roles	Molex Supplier Support Site
	• Knows how to use messaging to reach out to Molex Buyers	**Order Management Role**	
	• Aware of how to join Hypercare sessions to reach out for help	ALL Roles	Reviewed during Readiness Session

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SUPPORTING GUIDANCE

New Buyer Account Flow

MOLEX will advise about the use of SAP Business Network

May send a Project Notification Letter or other communication

An invitation to transact will be sent to you
This can be in the form of:
Trading Relationship Request or
Interactive Email for Standard Account
Some Buyers may use questionnaires

Suppliers already transacting with other Buyers using the Ariba Network should consider using the Existing Account
however
Suppliers may also elect to create a New Account

The Suppliers System Administrator will receive an email
After logging in must complete the Company Profile Information

Complete the Electronic Order Routing requirements

Complete the Electronic Invoicing Routing Requirements

Create a Test Account (if required for integration)

Create Roles, assign permissions and create Users

- This is a high level representation to the process to create an Ariba Network account in the SAP Business Network, there may be variations, however the setup processes in the SAP Business Network are the minimum requirements for all Suppliers
- Links take you directly to the required process

ACCEPTING THE TRADING RELATIONSHIP REQUEST (TRR)

Accepting an Invitation to join Ariba

Information

- Creating a transacting relationship from Buyer Branded Trading Relationship Request (TRR) letter via email
- A Supplier can choose to create a new SAP Business Network Account or use an existing account
- Using an existing account reduces the number of logins
- The Ariba Network Identification number (ANID) is the unique identifier for each SAP Business Network (Ariba Network Account)
- Click on the question mark in the top right-hand corner to activate the Help Options Pane to get access to different levels of help
- Passwords must contain a minimum of 8 characters including upper and lower case, numeric digits and special characters

Trading Relationship Request (TRR) Invite

Your Buyer has decided to transact with their suppliers using the Ariba Network and has sent you a Trading Relationship Request (TRR)

1. **Accept your customer's trading relationship request** link provides access to a form

2. A link to the **Supplier Information Portal** (SIP) for the Buyer is shown on the invitation which provides access to process and training materials

3. **SAP Business Network** provides information about SAP Business Network

✞ **Note:** All items in blue can be selected to take users to different screen, website or information

SAP Ariba

To *Acme Supplier,*
ANID (Molex records):

Molex has chosen SAP Business Network as the digital platform to streamline and improve collaboration for its DIRECT material suppliers. Our primary goal is to enable you to use the Network to electronically receive and confirm purchase orders, create ship notices, and submit invoices. In addition, and as appropriate, use shipping labels for both purchase orders and Consignment and generate quality Notifications. ***This platform will become our primary supply-chain system for Direct Material Suppliers when transacting with Molex.***

You have been identified as the AN (Ariba Network) Account Administrator on the SAP Business Network platform. Your next step is to login and connect with the existing (Ariba) network account or create a new account on SAP Business Network to establish the connection.

If you have any existing open purchase orders, you will need to continue to submit your invoices using the existing channels. ***NOTE: During the transition period, you may need to use SupplierNet and SAP Business Network; process transactions where you can view the Purchase order.*** *You can learn more about this transformation by visiting the Molex Supplier Support Site.* 2

We will start sending our suppliers purchase orders via the network following the cut-over date mentioned in the previously sent Project Notification Letter. We recommend connecting and configuring your account soon.

ACTION REQUIRED

1 → Accept your customer's trading relationship request

(Please click the link above whether or not you have an existing account on the Ariba Network.)

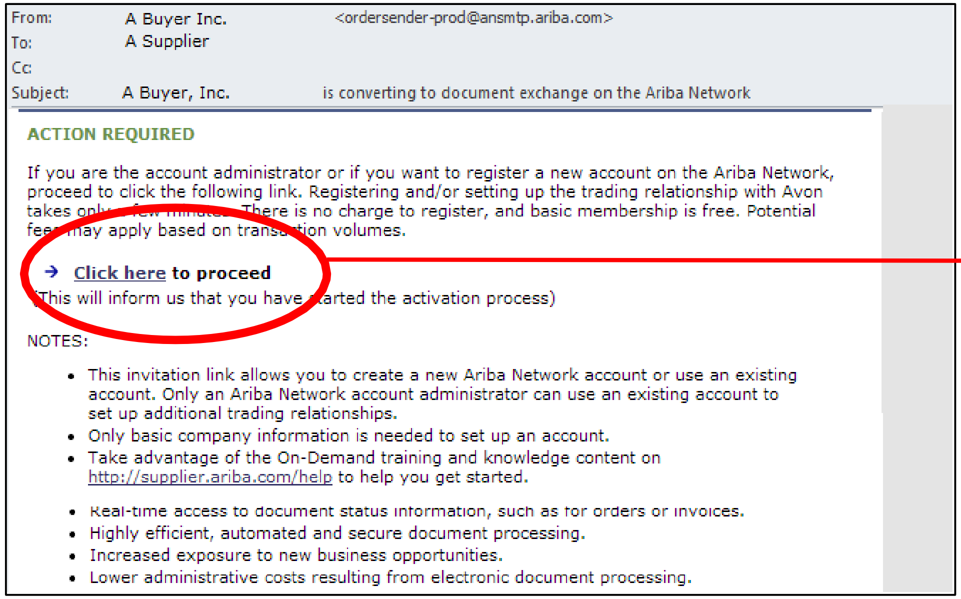
If this invitation did not reach the appropriate person in your company, please forward as needed.

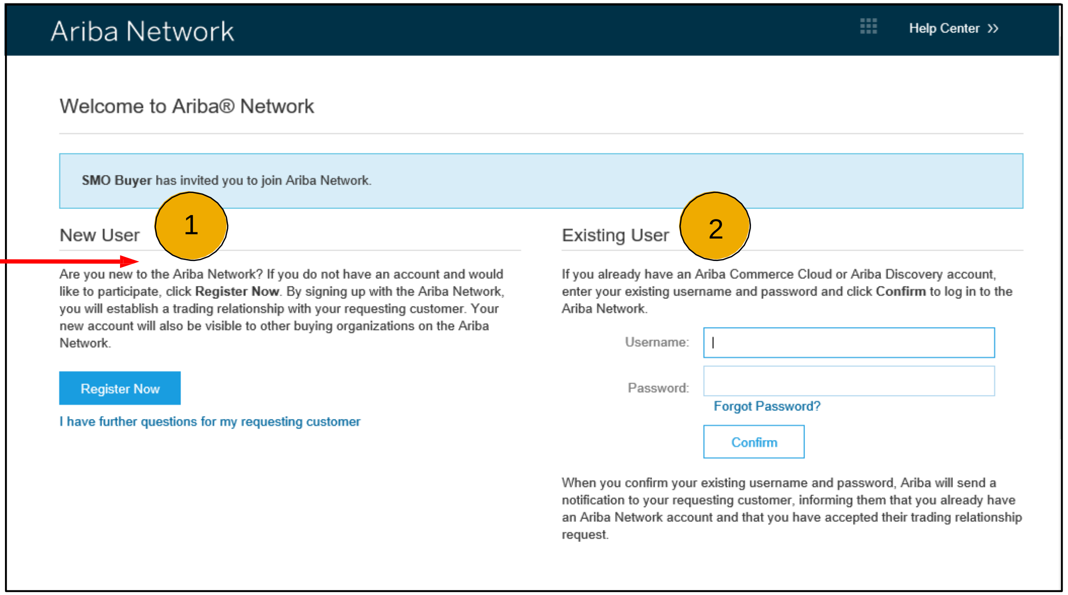
HAVE ANY MORE QUESTIONS?

- For instructions and online demonstrations provided by your customer, visit the Supplier Information Portal.
- For general questions about the Ariba Network, visit SAP Ariba Supplier Support. 3

Sincerely,
The Ariba Network Team
https://www.ariba.com

TRADING RELATIONSHIP REQUEST (TRR)

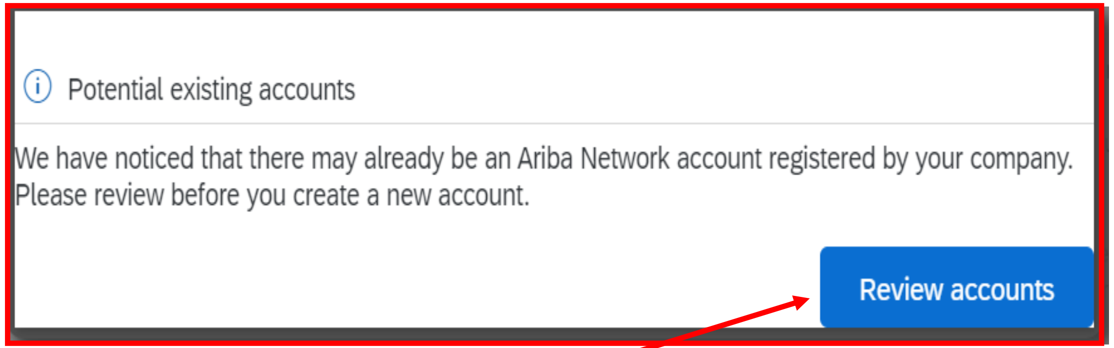




Two Options to Accept:

1 **New User** – select **Register Now** to create a new Ariba Network account

2 **Existing User** – **Log in** using your current Ariba username and password in order to accept the TRR under an existing Ariba Network account



You may be prompted to review potential existing accounts

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REVIEWING POTENTIAL EXISTING ACCOUNT (WHEN APPLICABLE)

Review duplicate Account

We noticed that your company may already register an Ariba Network account, please review the match results below, then:

- You can log in the account you are associated with
- Or, you can view the profile and contact the account administrator from there
- Or, you can Go back to previous page

2

To continue creating a NEW Ariba Network Account

Match Based On

COMPANY NAME	E-MAIL ADDRESS	DUNS NO.	TAX ID	ADDRESS
Eugene Mack	Eugene.mack@sap.com			Pittsburgh PA, United States 15212

1

20 search results found | Search More

SUPPLIER NAME	COUNTRY	STATE	DUNS	SUPPLIER ANID	COUNT OF RELATIONSHIPS	ACTIONS
Ariba, Inc.	USA	PA	967477712	AN01000000112	0	•••
TestCompanyDEF	CZE	-				•••
Ariba	USA	-				•••

To leverage an existing Ariba Network Account

- Contact your *Account Administrator* (Actions) or
- Provide Ariba with the existing *Supplier ANID*

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Use this Account

Using an Existing Account

Your Buyer has decided to transact with their suppliers using the Ariba Network.

- This can be done using ***either*** from the ***Invitation*** or ***Review accounts*** screen

From the invitation screen

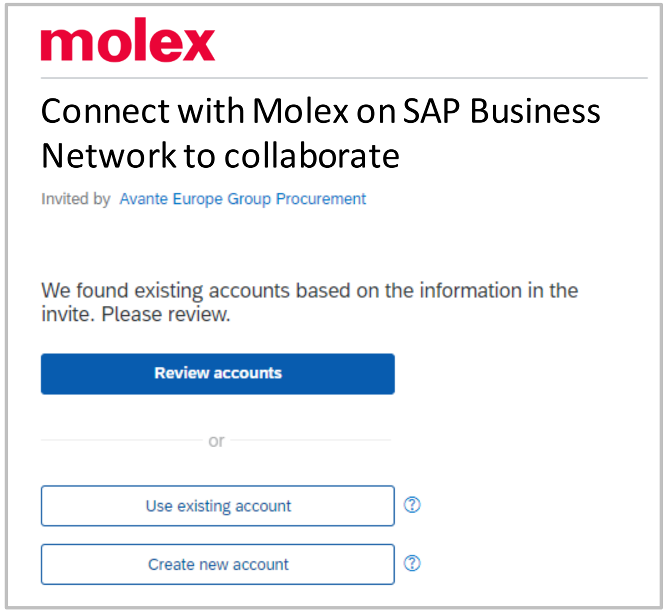
1. Click on **Use Existing Account**
2. Enter the **Username** and the **Password** for the account you wish to use
3. Click on **Connect**

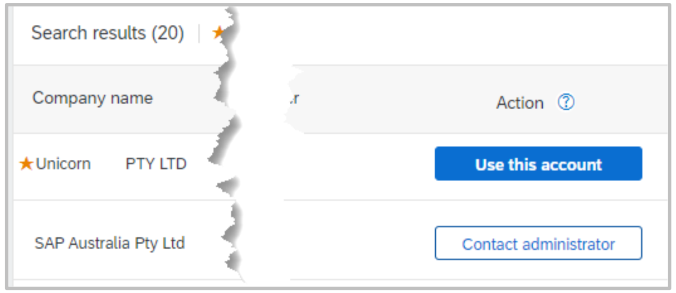
- Complete the details on the screen

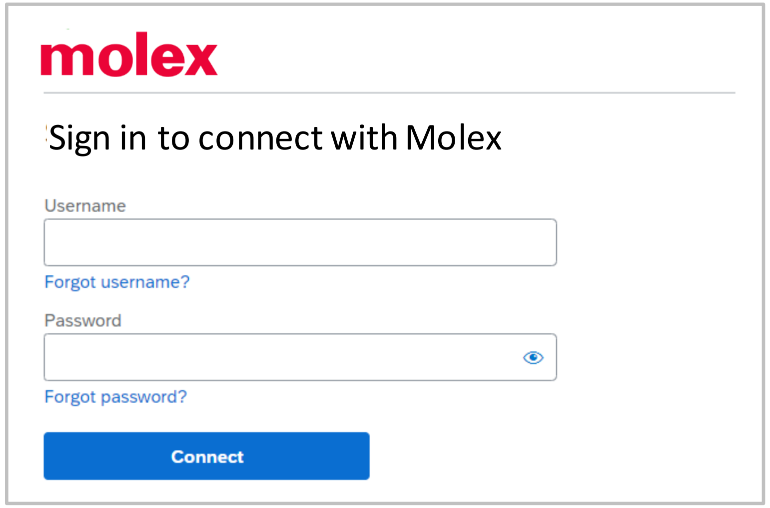
From the Review accounts screen

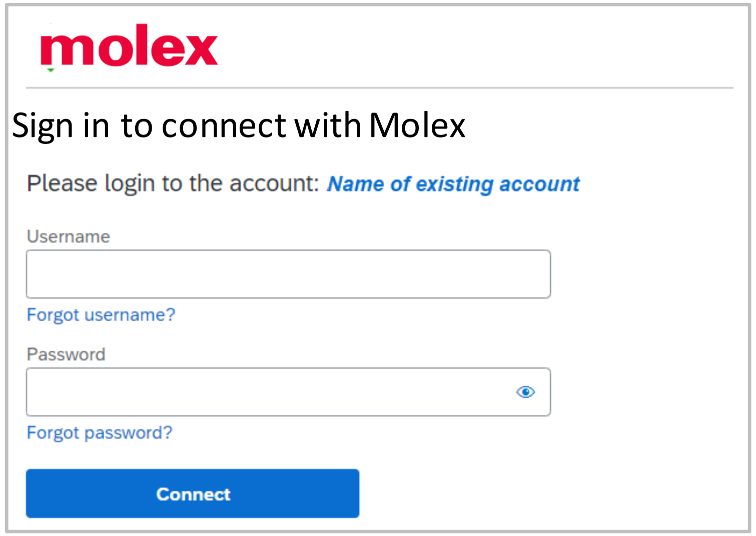
4. Click on Use this account
5. Enter the Username and Password for the account you have selected
6. Click on Connect

- Complete the details on the screen









Create a New Account

A Supplier has determined that a new account is required, display the invitation to connect from your Buyer:

1. Click on **Create new account**

2. Confirm or update the **Company information**, information is prepopulated based on the information from the Buyer

- Ensure that all fields with an asterisks have been completed

- Scroll down to **Administrator account** information

- **Note:** The fields will be auto populated, however if you are ***not*** the assigned System Administrator

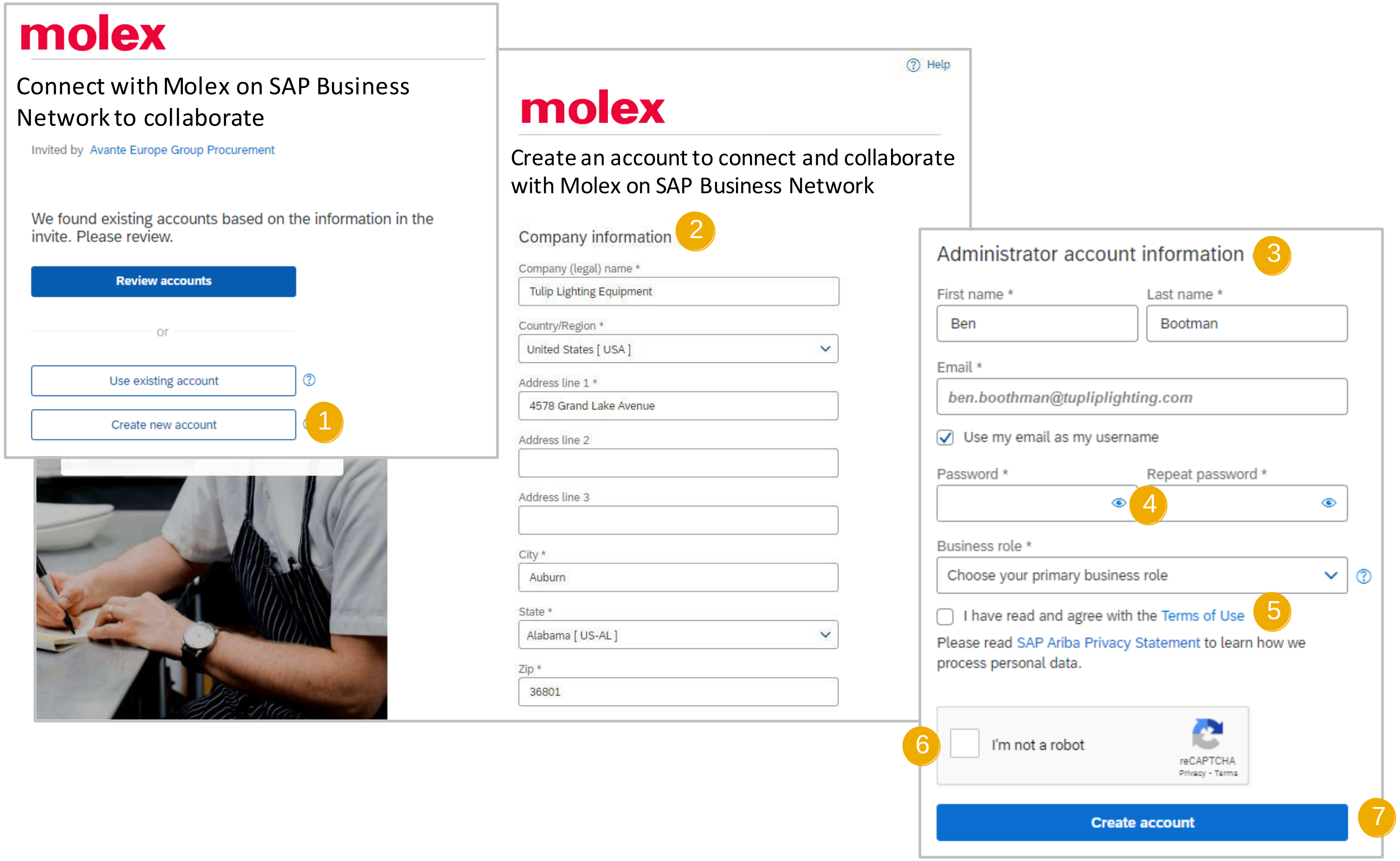
3. Confirm or update the **Administrator account information**

4. Create a password, enter the **Password** and **Repeat password**

5. Open and review the **Terms of Use,** then click on I have read and agree with the Terms of Use

6. Click on **I'm not a robot**

7. Click on **Create Account**



Email Confirmation of Account

After you click on Create Account, an email from the Ariba Commerce Cloud will be sent to the email entered during the registrations process, it will indicate that the User name above is the System Administrator

A Welcome to the Ariba Commerce Cloud email will confirm:

- Registration
- Ariba Network Identification Number (ANID)
- Your Username
- Good TO Know
- Next Steps

- As the System Administrator you have already created your username and password during the registration process, use these credentials to log onto the Ariba Network

Welcome to the Ariba Commerce Cloud

Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>

To *Name entered onto the Registration form*

Reply | Reply All | Forward | ...

Thu 24/12/2020 9:54 AM

If there are problems with how this message is displayed, click here to view it in a web browser.
We could not verify the identity of the sender. Click here to learn more.

SAP Ariba

Welcome to the Ariba Commerce Cloud

Your registration process on the Ariba Commerce Cloud for SAP Ariba is now complete.

Your organization's account ID: **AN** *Ariba Network Identification Number*

Your username: *User Name entered into the Registration*

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

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 who 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:

Next Steps:

- Complete your company profile. Potential customers can search for and review seller profiles on the Ariba Commerce Cloud. The more detail you provide about your company, its capabilities, products, and services, the more effectively you can attract high-quality customers.
- Create user accounts for employees who require access to the Ariba Commerce Cloud capabilities.
- Update your user preferences and review your notification settings.
- Explore Ariba Discovery to find and participate in business opportunities. Search for new business opportunities and respond to any that match your commodity classification and sales territories.
- Download the Ariba Supplier Mobile app for easy access to key documents on your mobile device.
- Explore the product documentation to find out more about user and administration tasks. To access the help resources, log into your account and click Help > Product Documentation on any page.

Thank you again for joining the Ariba business community through the Ariba Commerce Cloud.

Sincerely,
The SAP Ariba Team
https://seller.ariba.com

New Account Next Steps

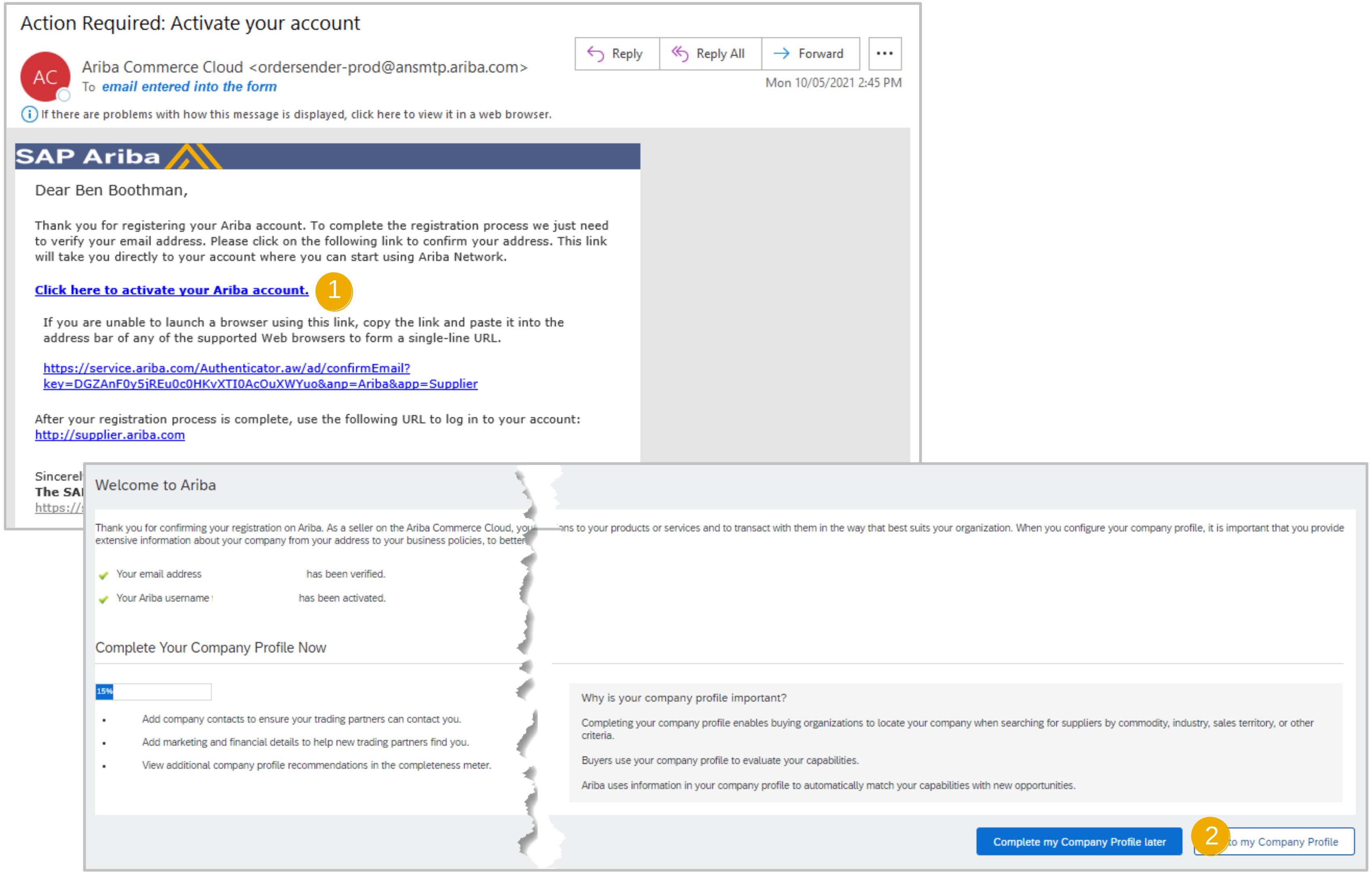
Once you have clicked on Create Account you will receive an email to confirm the email address and information added

Once you receive the email from Ariba Commerce Cloud

1. Click on **Click Here to activate your Ariba account**

➔ The **Welcome to Ariba** screen is displayed

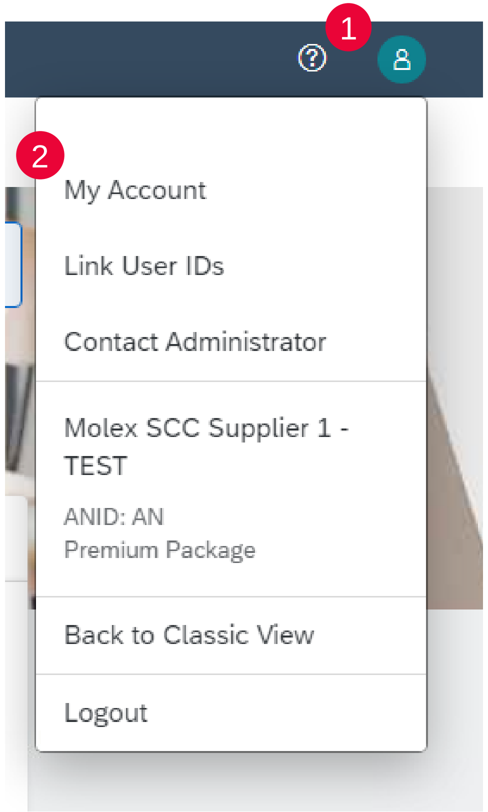
2. Click on **Complete my company Profile**

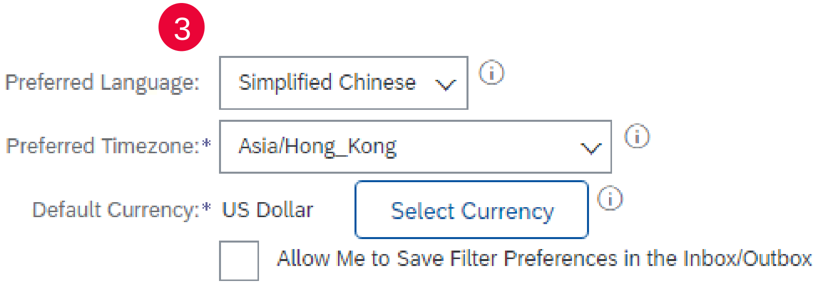


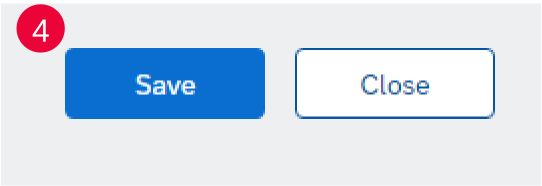
INITIAL ACCOUNT CONFIGURATION

SET LANGUAGE PREFERENCE

1. Select on the icon in the top right hand corner once you are logged into your account (Will either be a person or your initials)
2. Select My Account
3. Scroll down until you see Preferences
   - Select your Preferred Language from the dropdown menu
4. Scroll to either the top or bottom of the screen and select Save

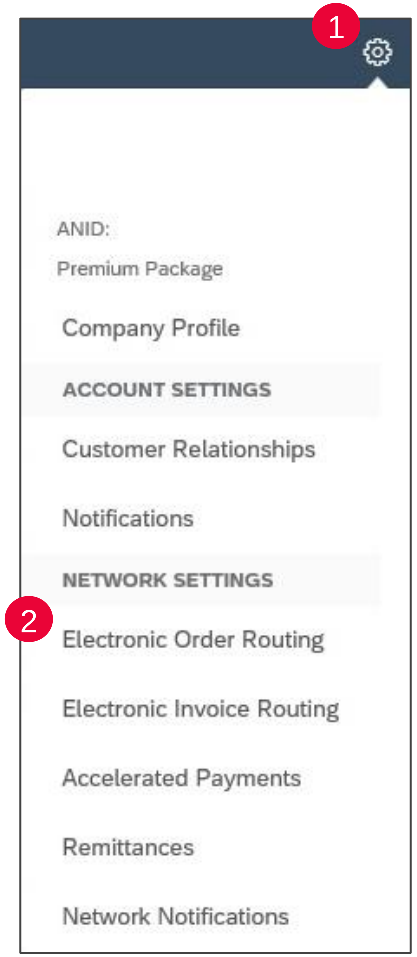


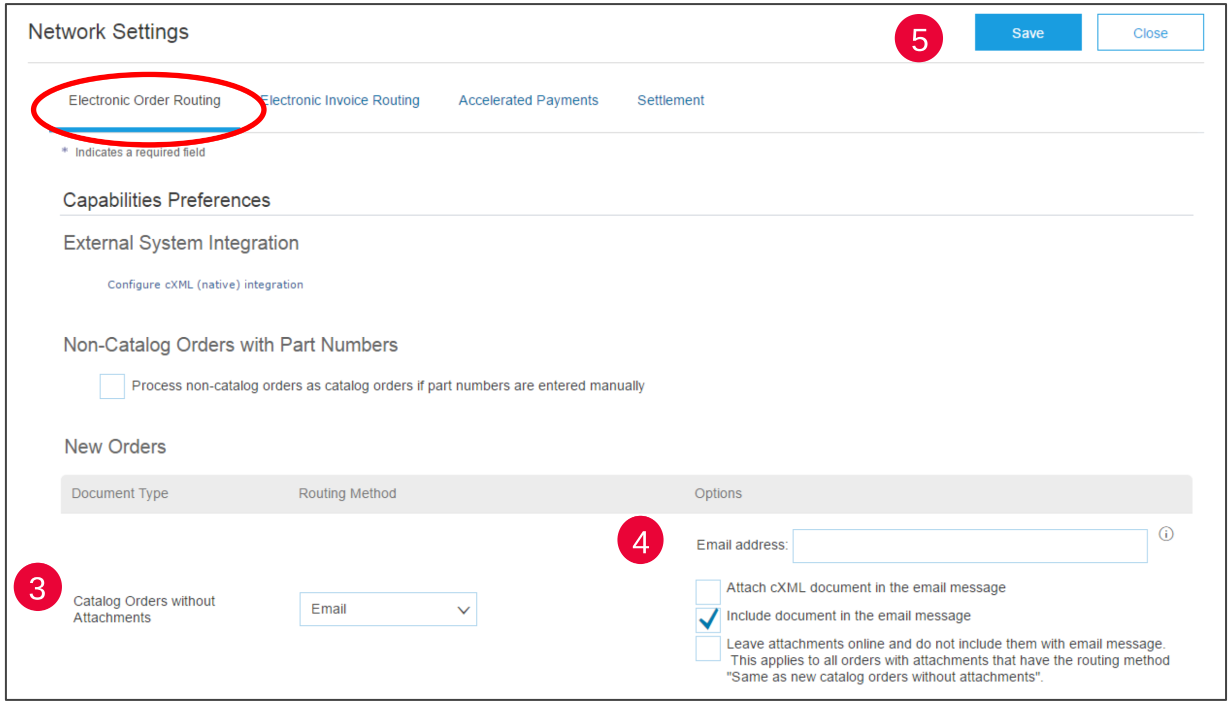




ELECTRONIC ORDER ROUTING

1. From the Home screen click the **gear icon**.
2. From the dropdown menu select **Electronic Order Routing** under Network Settings.
3. Choose one of the available routing methods for your purchase orders:
   - **Online**
   - **Email**
   - **Fax**
   - **cXML / EDI**
4. Configure e-mail notifications with an e-mail address matching your company specific e-mail domain.
5. Save.





Network Settings – Routing Processes

Electronic Order Routing Options Information

- There are a number of Electronic Order Routing Options, ensure that you select the correct routing type
- In most instances the System Administrators email will auto-populate most fields
- An Email must be provided in all fields with an asterisks, however until the option is selected by placing a tick in the associated box it will not activate
- Up to 5 email addresses can be entered into each field separated by a comma only, do not include spaces or use other separators
- Using emails and selecting to attach a copy of the Purchase Order means that Suppliers can view what their Buyer's require prior to logging into the SAP Business Network – SAP Ariba
- Email addresses can include Distributions Lists, generic email boxes or specific people email addresses
    - **Online** –This means that the Purchase Order is sent to the Ariba Network but no email notifications will be sent to advise there is a new purchase order from your Buyer/s
    - **Email** – This is the default settings and means that an email will be sent to advise that a new purchase order/s is in the Ariba Network from your Buyer/s
    - **cXML/EDI** – Only used when system integration is set up
- This document only directs suppliers to complete the mandatory fields required for the initial set-up, however there are many other fields that can be activated to send emails for other document types (default is set to online)

Network Settings – Routing Processes

Electronic Order Routing – New Orders

Electronic Order Routing is where suppliers can set up the preferred method for transacting with your customer, the information entered affects all users on your Ariba Network

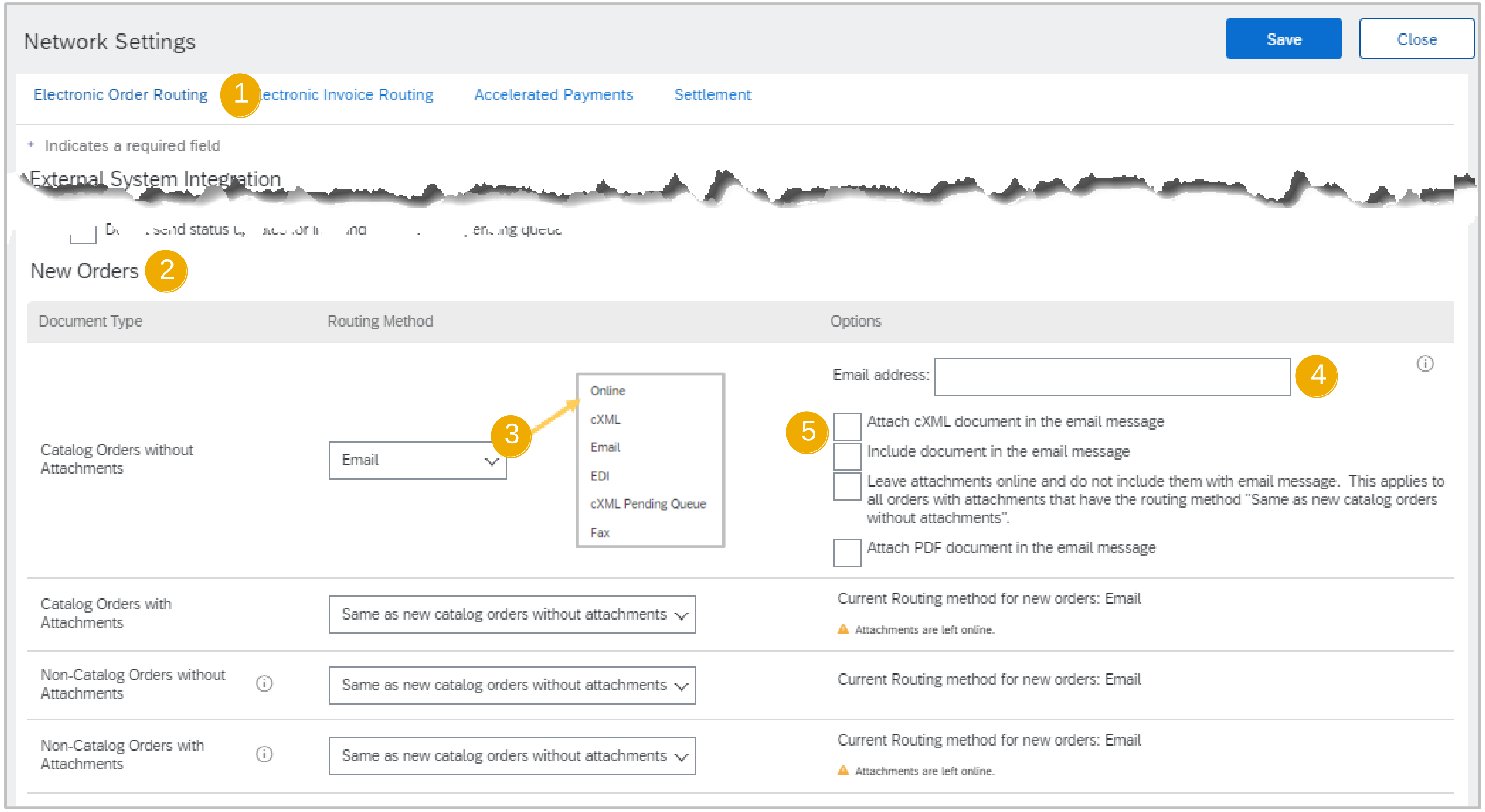
- Where a Supplier is transacting with multiple Buyers on the Ariba Network, separate routing for each different Buyers cannot occur

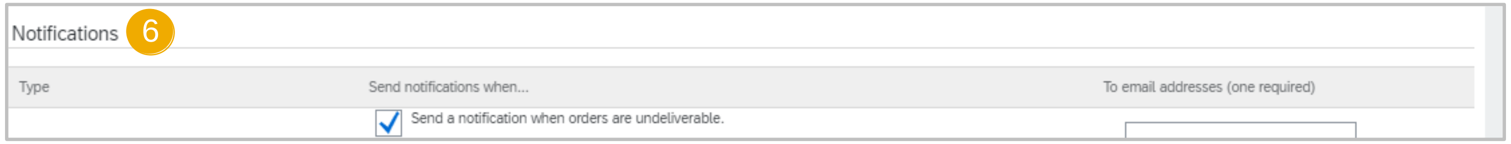
Open **Network Settings** by, clicking on your **Initials** at the top right of your screen, select **Settings**

1. Click on **Electronic Order Routing** under Network Settings
2. Locate **New Orders**
3. Select the **Routing Method** (the default is Email)
4. Confirm or enter up to 5 emails **into Email Address**
5. Select the required option/s from:
    - Attach cXML document in the email message
    - Include document in the email message
    - Leave attachments online and do not include then with email messages etc.
    - Attach PDF document in the email message

- All other New Order routing methods will reflect the choice made for Catalog Orders without Attachments

6. Scroll down to **Notifications**





Network Settings – Routing Processes

Electronic Order Routing – Notifications

Suppliers can identify when they require to be notified about a document by ticking in the applicable **Send Notifications when…**

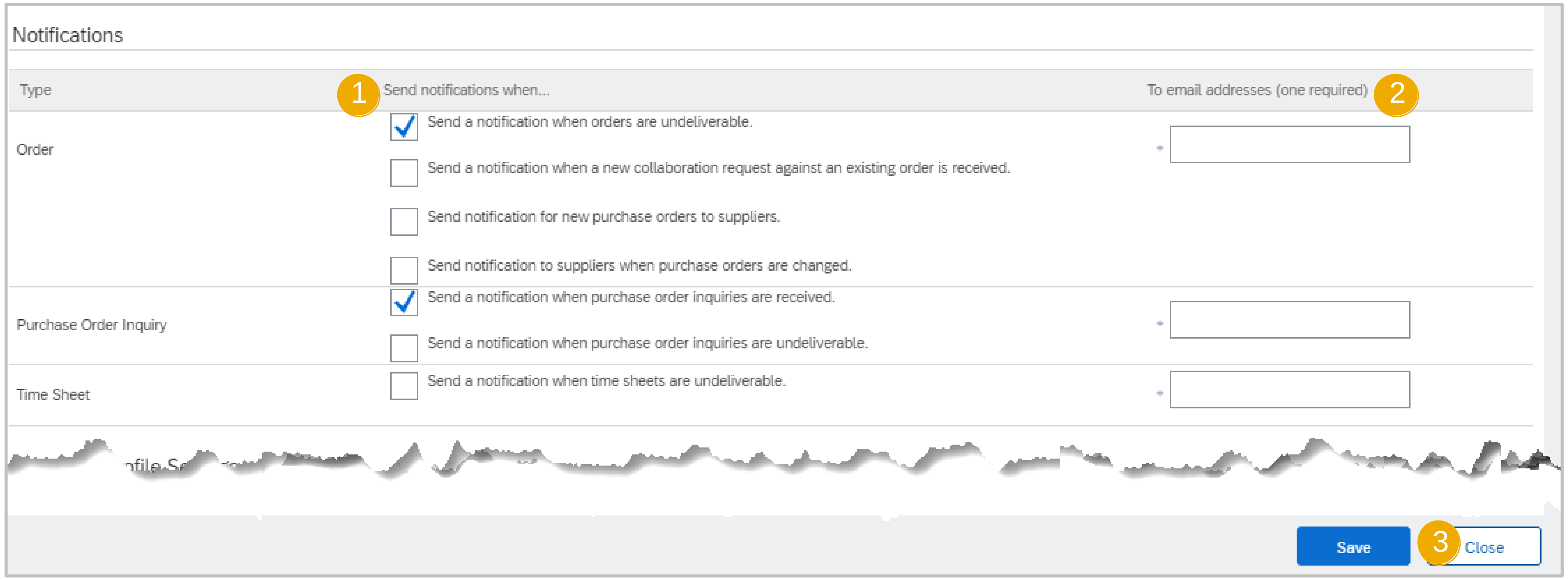
At lease one email address must be in the To email addresses and the System Administrator email may already be displayed

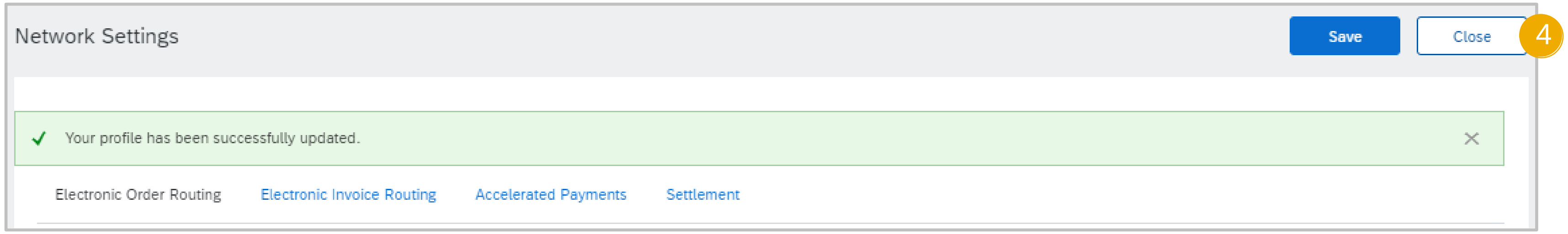
1. Select the required **Send notifications when…,** putting a tick in the associated box activates the selection
2. Confirm or enter the **To email addresses** applicable email address
3. Click on **Save**

- A green ribbon indicates that the information has been successfully updated, if the ribbon is red you may have missed entering information into a mandatory field

4. Click on **Close** to exit or select the next tab required

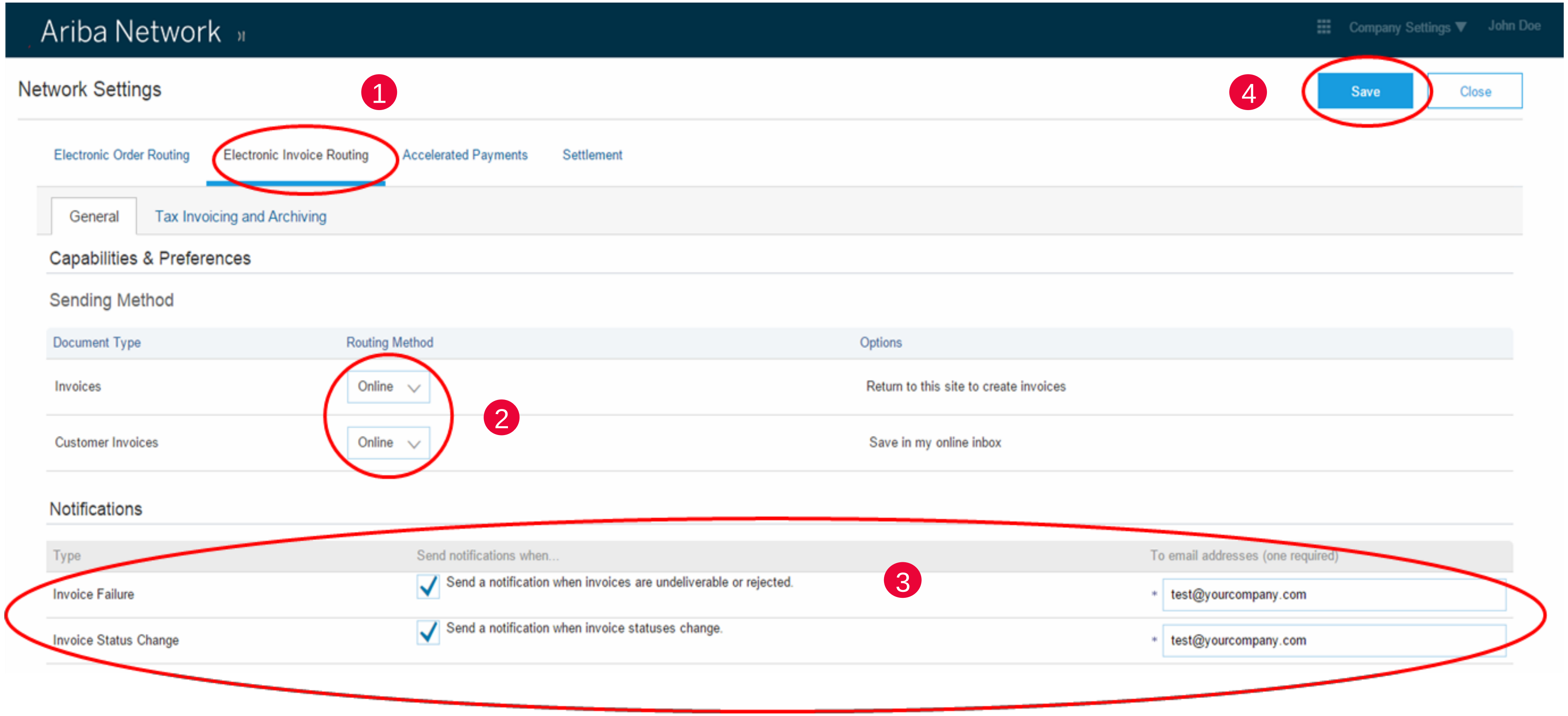
   - Even if none of the selections are chosen there must be an email address in the fields with an asterisks





ELECTRONIC INVOICE ROUTING

1. On the second tab, click on **Electronic Order Routing** under Network Settings.
2. Choose one of the available routing methods for your invoice:
   - **Online**
   - **cXML**
   - **EDI**
3. Configure e-mail notifications with an e-mail address matching your company specific e-mail domain.
4. Save.



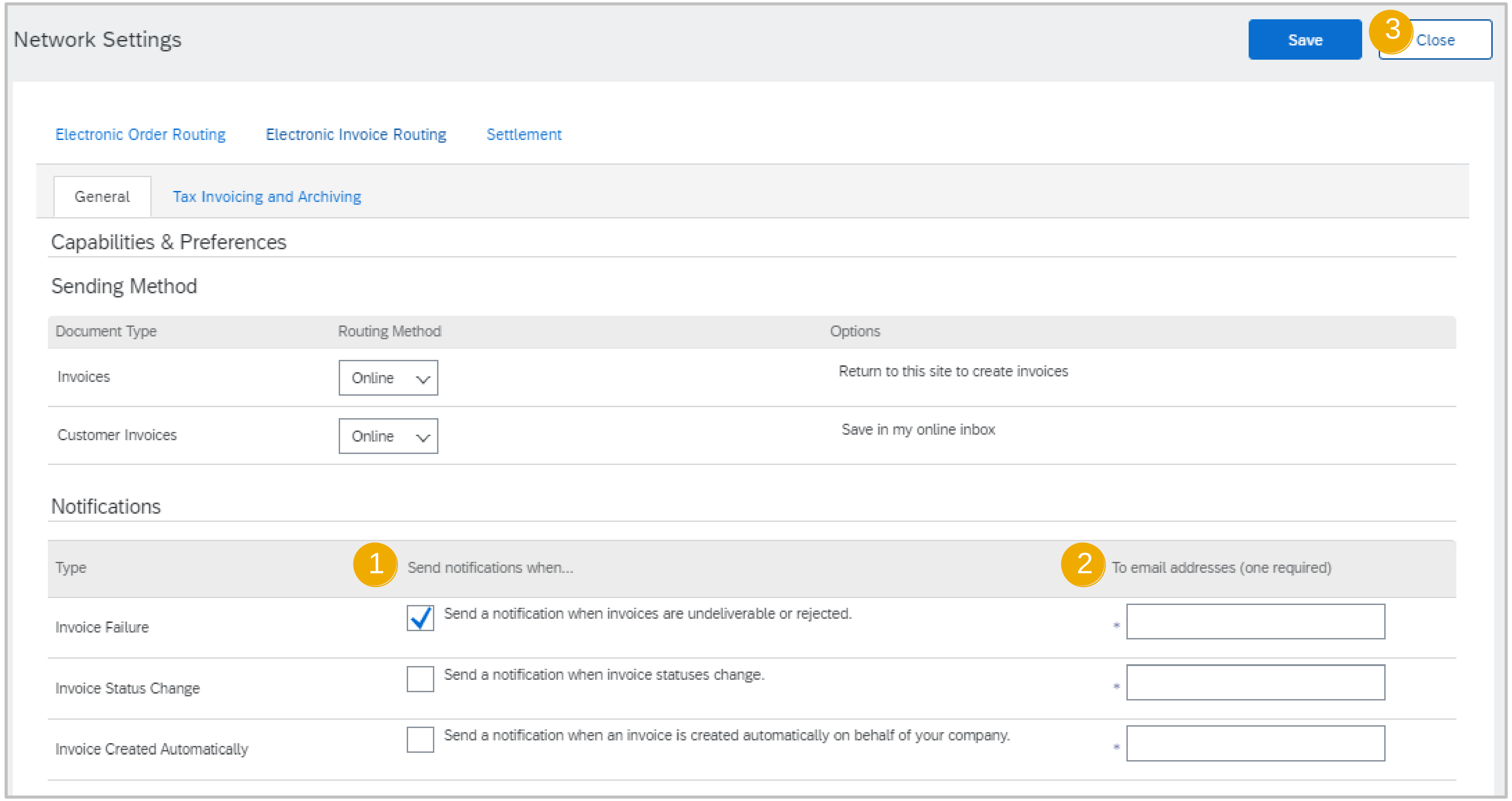
Network Settings – Routing Processes

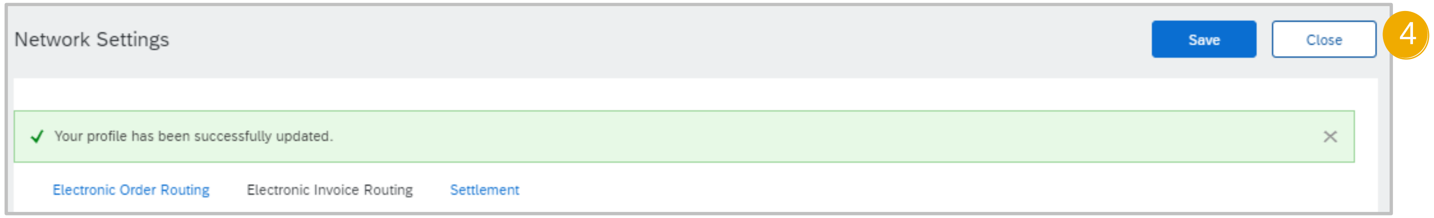
Electronic Invoice Routing – Notifications

The Electronic Invoice Routing activity is required only for Notifications

- Do not change the Routing Method for Invoices and Customer Invoices unless advised to do so from an SAP Business Representative

1. Select the required **Send notifications when…,** putting a tick in the **Send a notification when invoices are undeliverable or rejected**
   - **Note:** Selecting Send a notification when invoice status changes generates an email for each process associated with the invoice and may trigger large quantities of emails
2. Confirm or enter the **To email addresses** applicable email address
3. Click on **Save**
   - A green ribbon indicates that the information has been successfully updated
4. Click on **Close** to exit or select the next tab required
   - Even if none of the selections are chosen there must be an email address in the fields with an asterisks





Account Configuration – Company Profile

Information

- The Company Profile is used by Suppliers to add information
- Information with an asterisks in Mandatory
- Adding information that is not mandatory provides more details about your business
- Account Configuration allows the System Administrator/Digital Champion to set up the Ariba Network for users, ensuring specific information tis consistent across all users
- There are 7 tab associated with the Company Profile Tab, they are:
  - **Basic tab** - Complete or update all required fields marked by an asterisk in the Basic Company Profile tab. Click the **Add** button to classify your Company by **Commodities, Sales Territory** and **Industries**
  - **Business tab:** Enter additional information for your company, such as tax information
  - **Marketing**: Add a company description, company logo, and/or links to your social media. If applicable, you can also add your D-U-N-S number in the section marked "Credit and Risk Information from D&B". *The more information you provide, the more relevant business opportunities you may receive
  - **Contacts**: Add the main company contacts. Additional contacts (role- or customer-specific) can also be setup.
  - **Certifications:** Enter and upload certificates along with their expiration date if applicable
  - **Additional Documents:** Any attachments you cannot assign to the categories above
  - **Save / Close:** Make sure that you save all changes that have been made

Account Configuration – Company Profile

Accessing the Company Profile Screen

The Company profile provides basic information about your business, including adding Tax information and entering company information

- Not all information is required, however, all fields with an asterisks must be completed as these are mandatory fields

- There are a number of tabs associated to the Company Profile screen

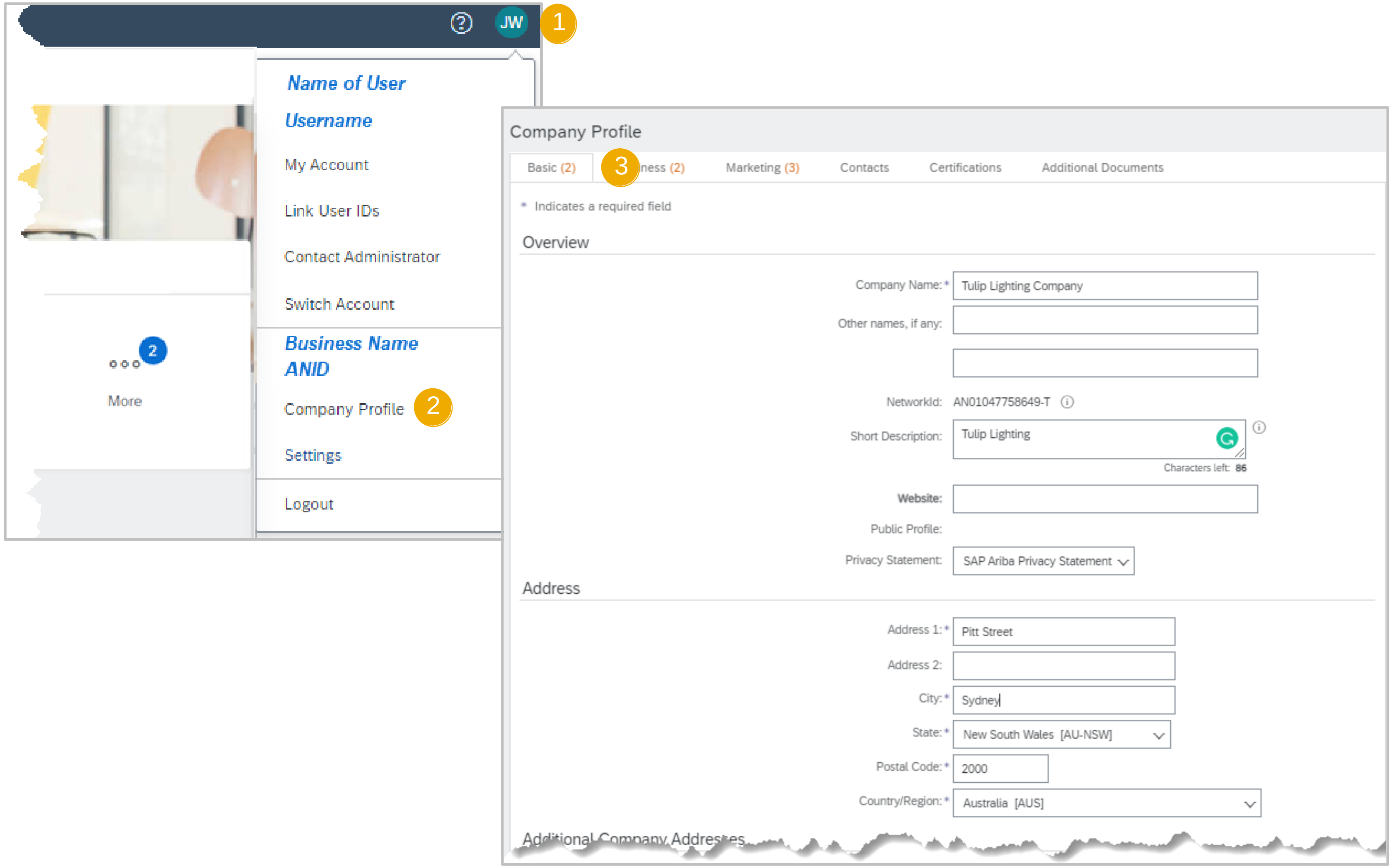
  - Numbers in brackets on each tab indicates information that sections that are not mandatory and it is at the discretion of the Supplier to complete

- To access the Company Profile, from the Seller Dashboard/Home page:

1. Click on your **initials** at the top of the page
2. Select **Company Profile**

- The Company Profile is displayed, many fields will be auto populated based on the information provided during the registration process
- The default tab is **Basic**

3. Confirm or update the information in both the **Overview** and **Address** sections



Account Configuration – Company Profile

Adding Products, Services, Ship-To and Industry Information

The System Administrator needs to setup and then maintain the Product and Service Categories, Ship-to or Service Locations as they are mandatory fields

To Add **Products and Services** either:

1. Start typing the name of the product or service into **Enter Product and Service Categories**
2. Select from the list displayed, it will be added

Or

3. Click on **Browse**
4. Locate the Product/Service Category and click on it, if there is sub-categories they will appear in the next box

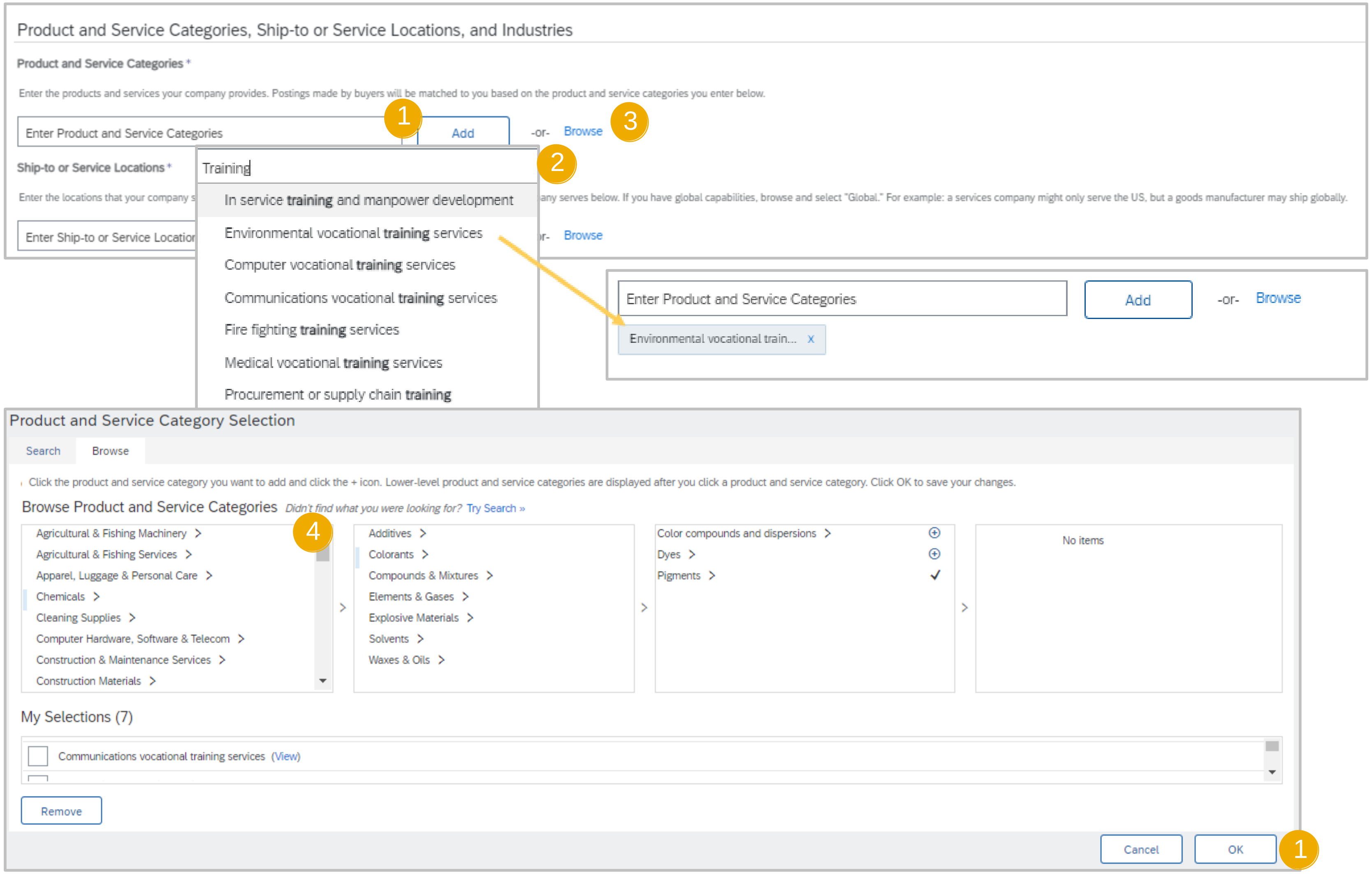
- indicates further sub-categories
- Plus indicates it is available to add
- Tick indicates it is already added
- No items indicates there are no sub- categories

5. Click on **OK**, the items are added

- Repeat process for **Ship-to or Service Locations**

- **Note:** Scroll bars will be available when there is further information not displayed in the window

- To remove an item, either use Remove in the Browse screen or click on the X at the end of the description bubble



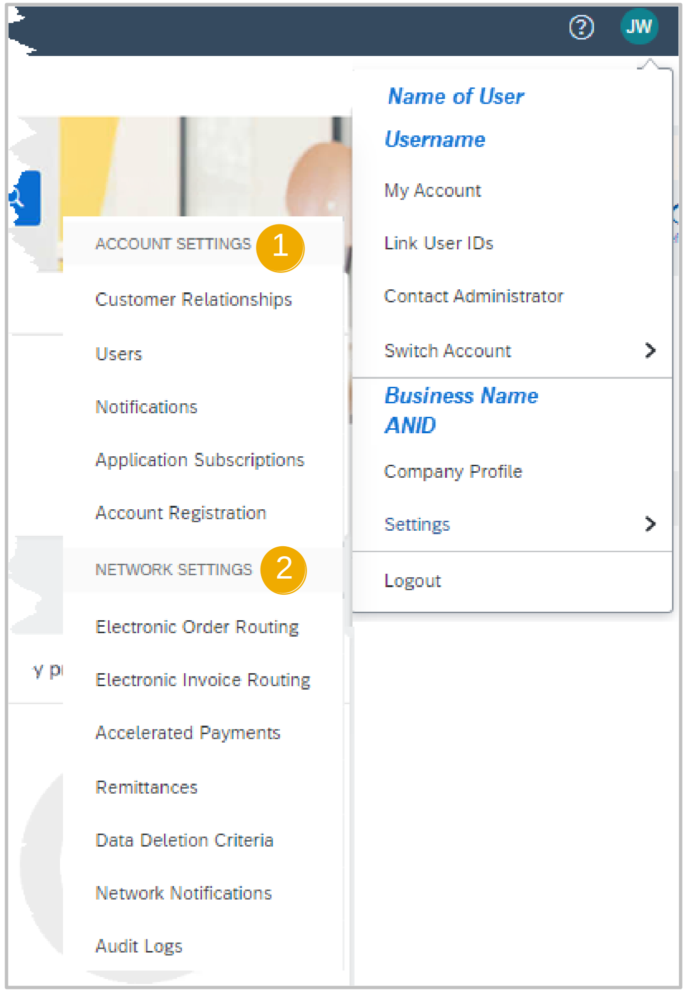
Account Settings

Drop Down Information – Account Settings

The Settings selection under your name initials on the top right hand corner provides access to Settings drop down list

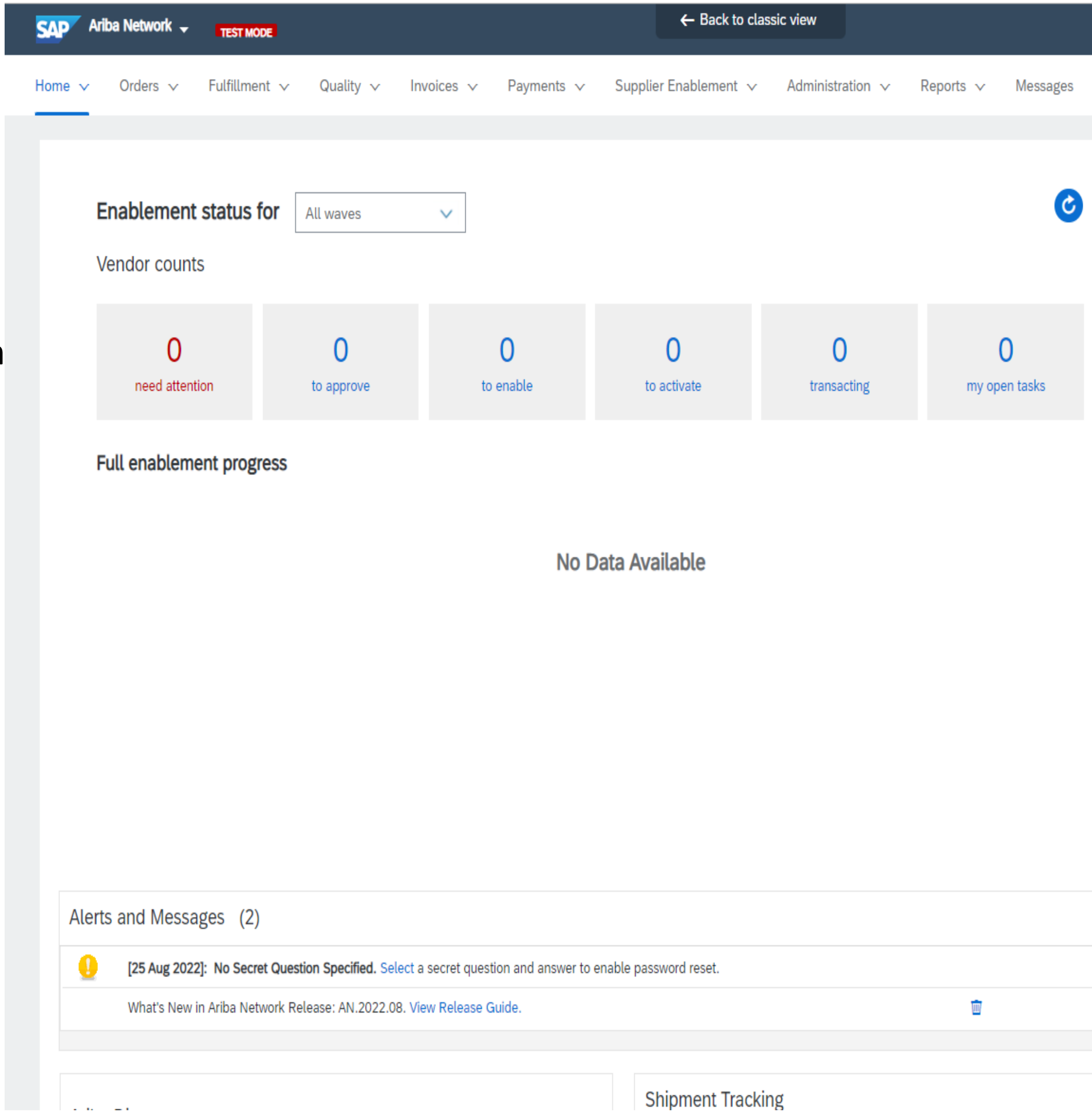
- The drop down list shows the selections available to all users, however only the System Administrator has all ***available*** selections including Users and Audit Logs
- There may be additional selections based on the SAP Business Network account you have

1. Accounts Settings usually consists of:
   - Customer Relationships
   - Users
   - Notifications
   - Application Subscriptions
   - Account Registration
2. Network Settings usually consists of:
   - Electronic Order Routing
   - Electronic Invoice Routing
   - Accelerated Payments
   - Remittances
   - Data Deletion Criteria
   - Network Notifications
   - Audit Logs



TEST ACCOUNT

- Only the System Administrator can create the test account and use the Switch to Test ID selection, users must be added as users
- The same credentials cannot be used to access the Test and Production account
- Roles, Users and Permissions must be created for users in the test environment as their production account will not give them access
- Your Test account should be configured to match your Production account. This will ensure the testing results are consistent with what will result in Production
- The Network will always display which mode you are logged into, (Production or Test). Your Test account ID has the suffix “-T” appended to your Ariba Network ID (ANID)



Test Account

Test Account Creation

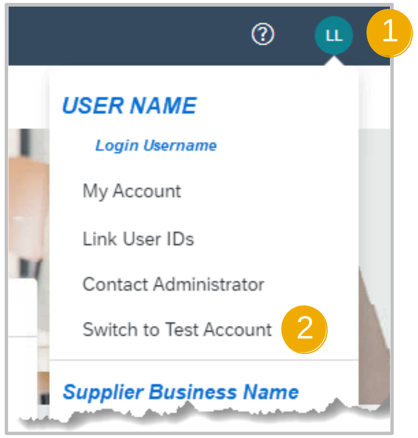
The System Administrator is the only User with the Option to Switch to the Test Account

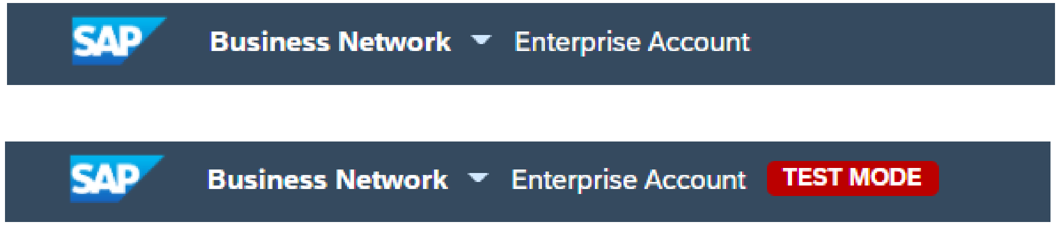
- The System Administrator will need to create Test Account User ID's before users can access Test.

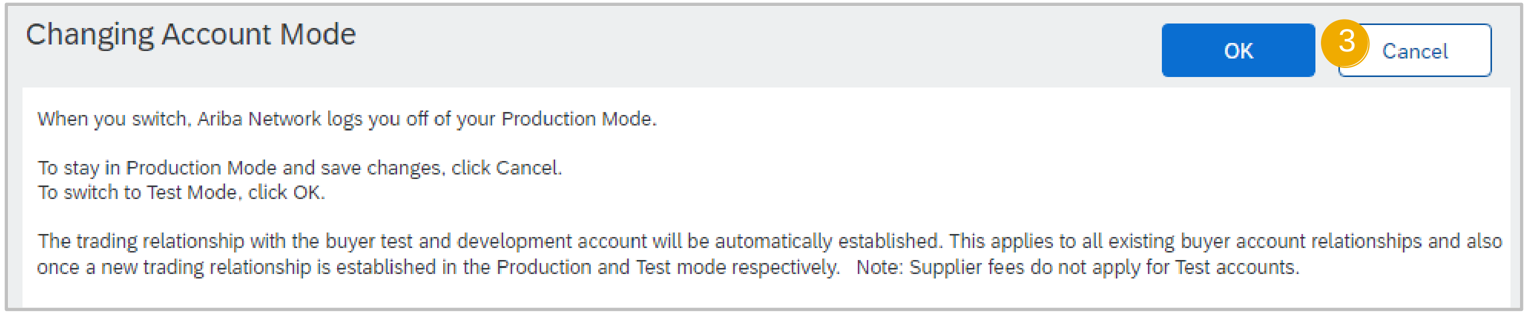
To Create a **Test Account**:

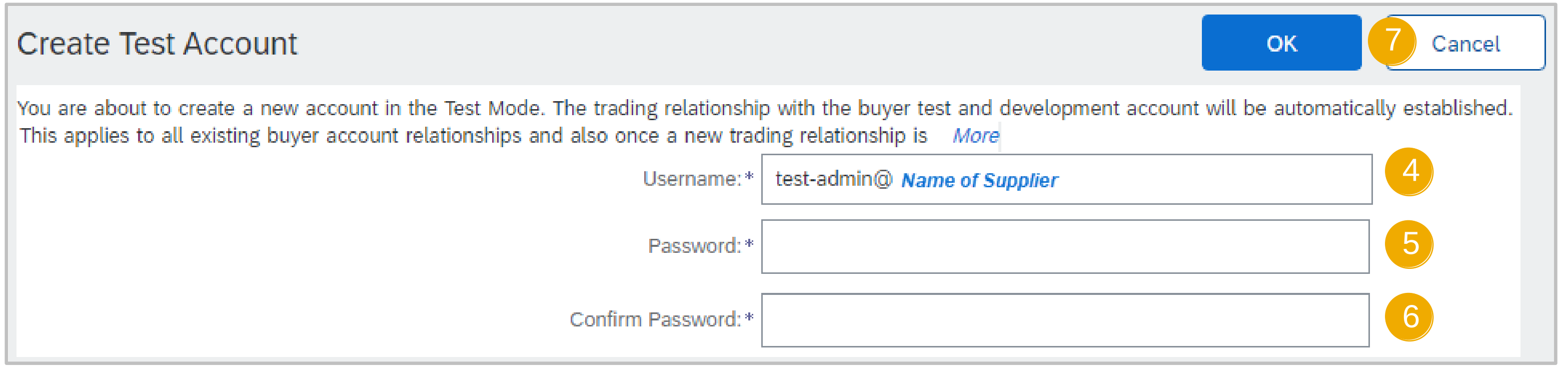
1. Click on your initials in top right corner
2. Select **Switch to Test Account**
3. Click **OK** when the Ariba Network displays a warning indicating You are about to switch to Test Mode.
   - **Note:** A Test Admin Username will be autogenerated, the System Administrator can either use this or create a new one, it cannot be the same as the login for the Production Account
4. Create a **Username**
5. Create a **Password**
6. Re-enter the password into **Confirm Password**
7. Click **OK**

- You will be transferred to your test account. Your Test account should be configured to match your Production account. This will ensure the testing results are consistent with what will result in Production.
- Test Mode will be displayed in Red at the top of the screen to identify you are working in a Test account









Creating and Managing; Roles, Permission, Users

Logging into the SAP Business Network

After logging in, the blue ribbon at the top of the screen will display **SAP Business Network**

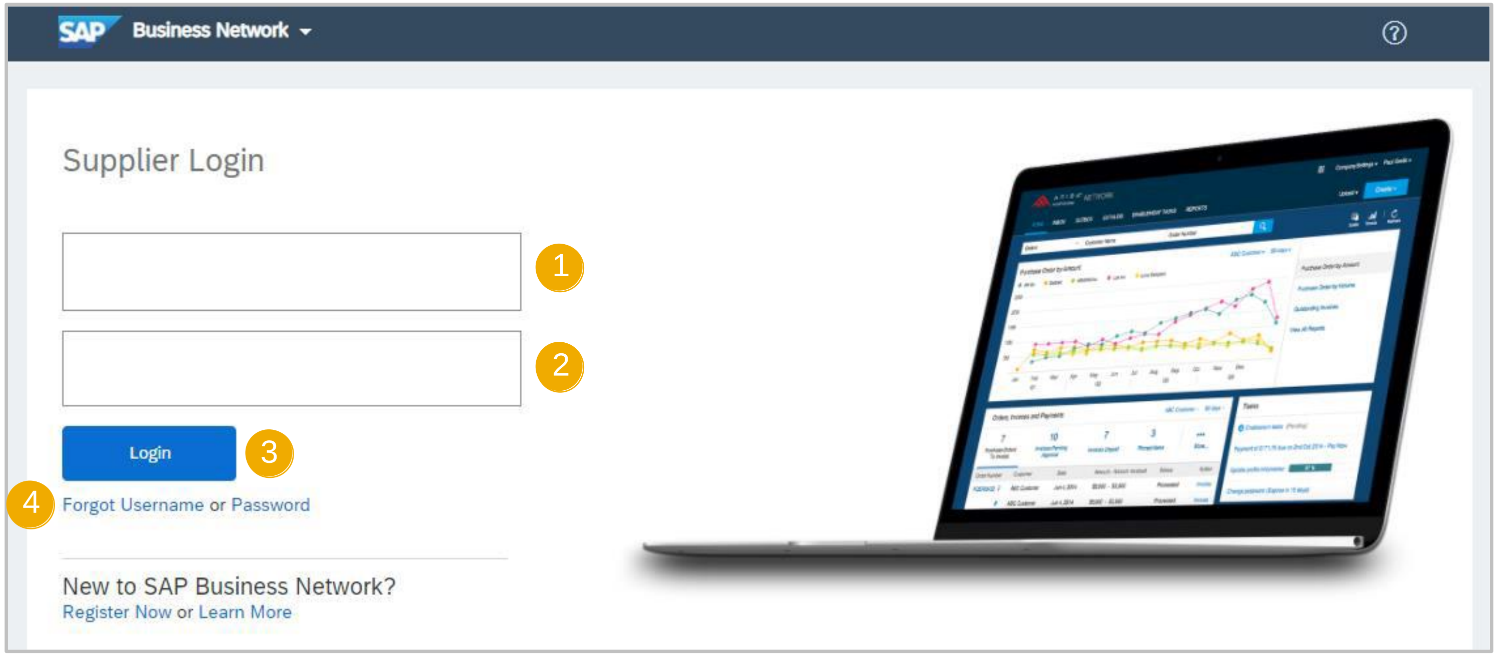
- Go to https:/supplier.ariba.com

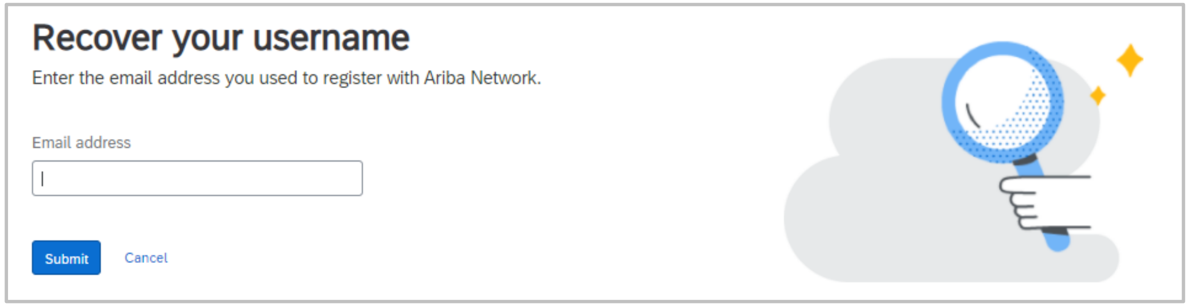
To Login:

1. Enter **Username**
2. Enter your **Password**
3. Click on **Login**
4. If you have forgotten your User name or password, click on **Forgot Username or Password**

Forgot Username or Password

1) Enter your **email OR username**
2) Click **Submit**
3) An email from Ariba Commerce Cloud will be sent to the registered email address





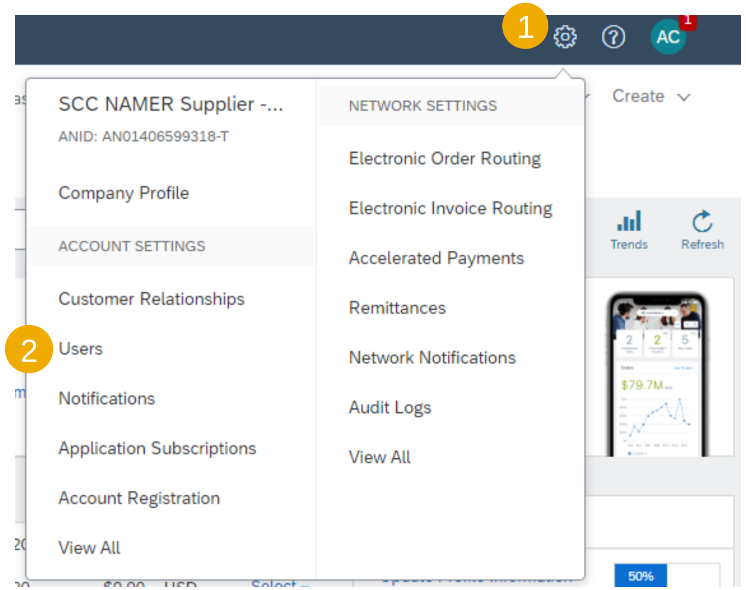
Create and Manage Roles

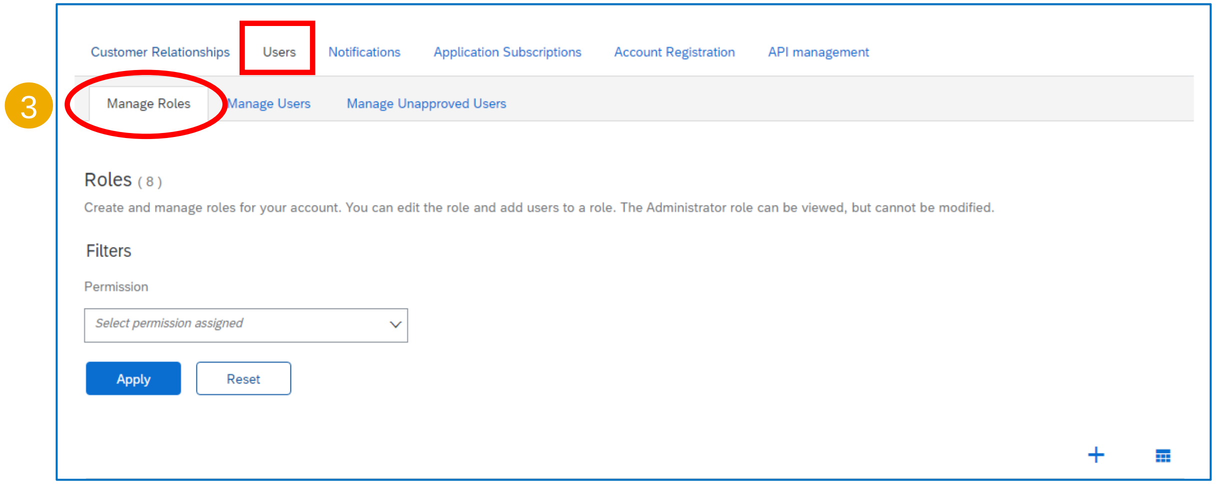
Prior to setting up user with access, roles must be created. Each role must have specific permissions assigned.

1. From the Home screen click the **gear icon.**
2. From the dropdown menu select **Users.**
3. Click the **Manage Roles tab**

Typical roles used by suppliers to support Molex are:

- **Order Management**
- **Accounts Receivable**
- **Quality**





Account Settings - Roles, Users & Permissions

ALL SUPPLIER USERS MUST BE SET UP PRIOR TO GOING LIVE WITH MOLEX

Users - Create Roles

The System Administrator/Digital Champion is able to create roles with specific permissions required to perform that role within the Ariba Network, for example: accounts receivable need access to invoicing permissions whereas the order management team Needs access to orders

✞ **Note:** The System Administrator Role can not be amended or deleted, however a different user can be assigned to the System Administrator role when required

To add a Role:

1. Display the **Manage Roles Tab**
2. Click on the **+** button
3. Enter the **Name of the Role** you wish to create
4. Tick the relevant and required Permissions

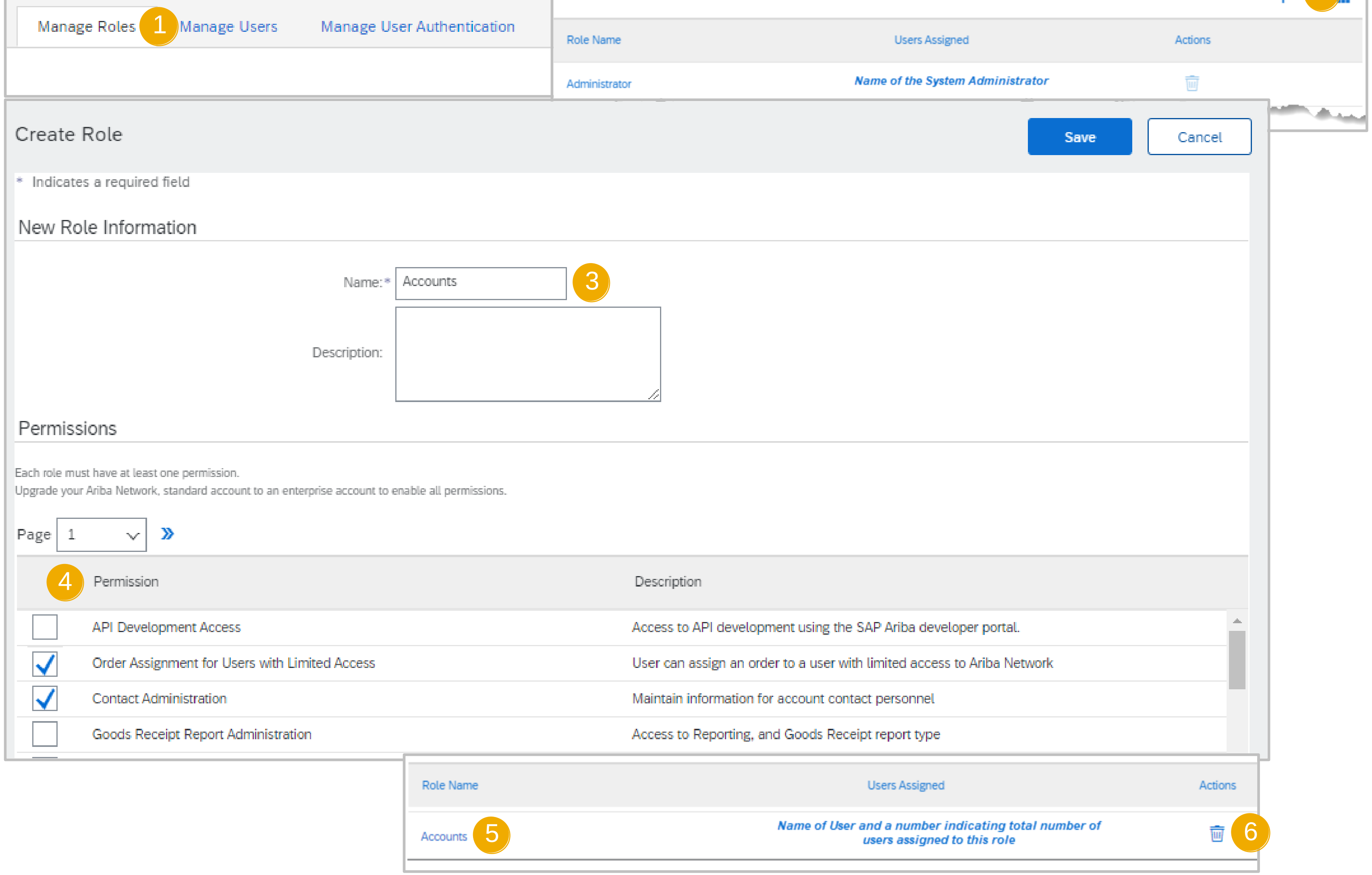
To Maintain a Role:

5. Click on the **Role Name** and the add or Remove ticks next to permissions

To Delete a Role

6. Click on the bin icon under Actions

✞ **Note:** You cannot delete a role when users are attached to that role



Example of the Order Management Role and Tasks assigned

Selected Role Information

Name:* Order Management

Description: Ability to View orders and then ship and invoice against them.

Permissions

Each role must have at least one permission.

☐ Show me all the available permissions

	Permission	Description
☑	Goods Receipt Report Administration	Access to Reporting, and Goods Receipt report type
☑	Inbox and Order Access	View and search documents in Inbox and take actions based on your role
☑	Planning Collaboration Visibility	Access to planning collaboration visibility
☑	Purchase Order Report Administration	Access to Reporting, Purchase Order and Order Summary report types
☑	Outbox Access	View and search documents in Outbox and take actions based on your role
☑	Invoice Report Administration	Access to Reporting, and Invoice Report type

Example of the Accounts Receivable Role and Tasks assigned

Name:* Accounts Receivable

Description: Ability to view Reports and create invoices.

Permissions

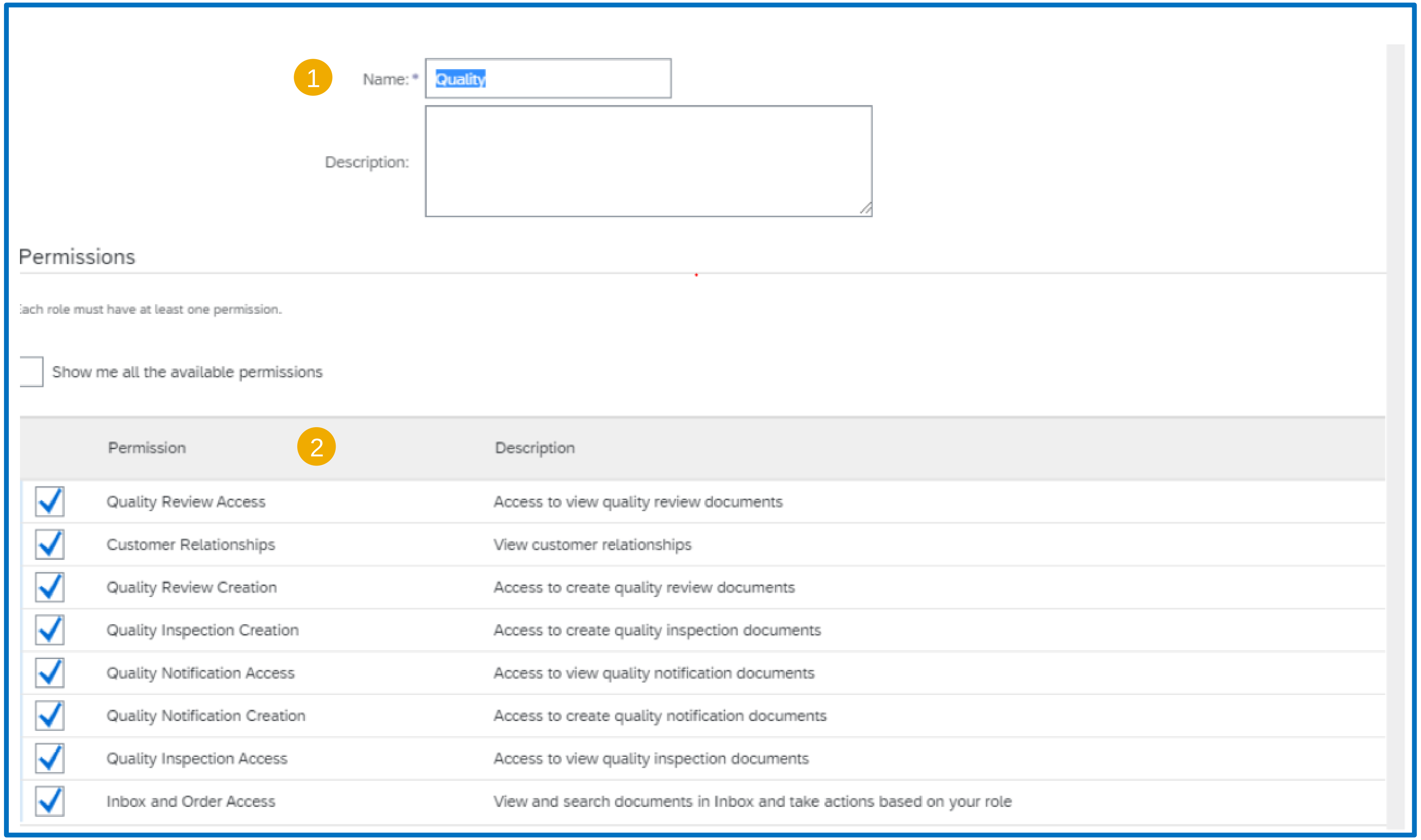
Each role must have at least one permission.

☐ Show me all the available permissions

	Permission	Description
☑	Invoice Generation	Generate invoices, as supported by customers (requires Inbox and Outbox Access)
☑	Purchase Order Report Administration	Access to Reporting, Purchase Order and Order Summary report types
☑	Tax Book Report Administration	Access to Reporting, and Tax Book Report type
☑	Invoice Report Administration	Access to Reporting, and Invoice Report type
☑	Outbox Access	View and search documents in Outbox and take actions based on your role
☑	Supply Chain Financing Provider Portal Access	Access to the Supply Chain Financing provider portal to trade eligible documents.
☑	Goods Receipt Report Administration	Access to Reporting, and Goods Receipt report type
☑	Inbox and Order Access	View and search documents in Inbox and take actions based on your role
☑	Payment Profile	Configure your payment profile

Example of the Quality Role & Tasks assigned

1. Type in a relevant Name to label the specific role
2. Select the following 8 Permissions for SMI Roles:
   i. Quality Review Access
   ii. Customer Relationships
   iii. Quality Review Creation
   iv. Quality Inspection Creation
   v. Quality Notification Access
   vi. Quality Notification Creation
   vii. Quality Inspection Access
   viii. Inbox and Order Access



Account Settings - Roles, Users & Permissions

Users - Create Users - ALL SUPPLIER USERS MUST BE SET UP PRIOR TO GO LIVE

<u>After Roles have been created or added as required, **Users** can be created</u>

To Create a User:

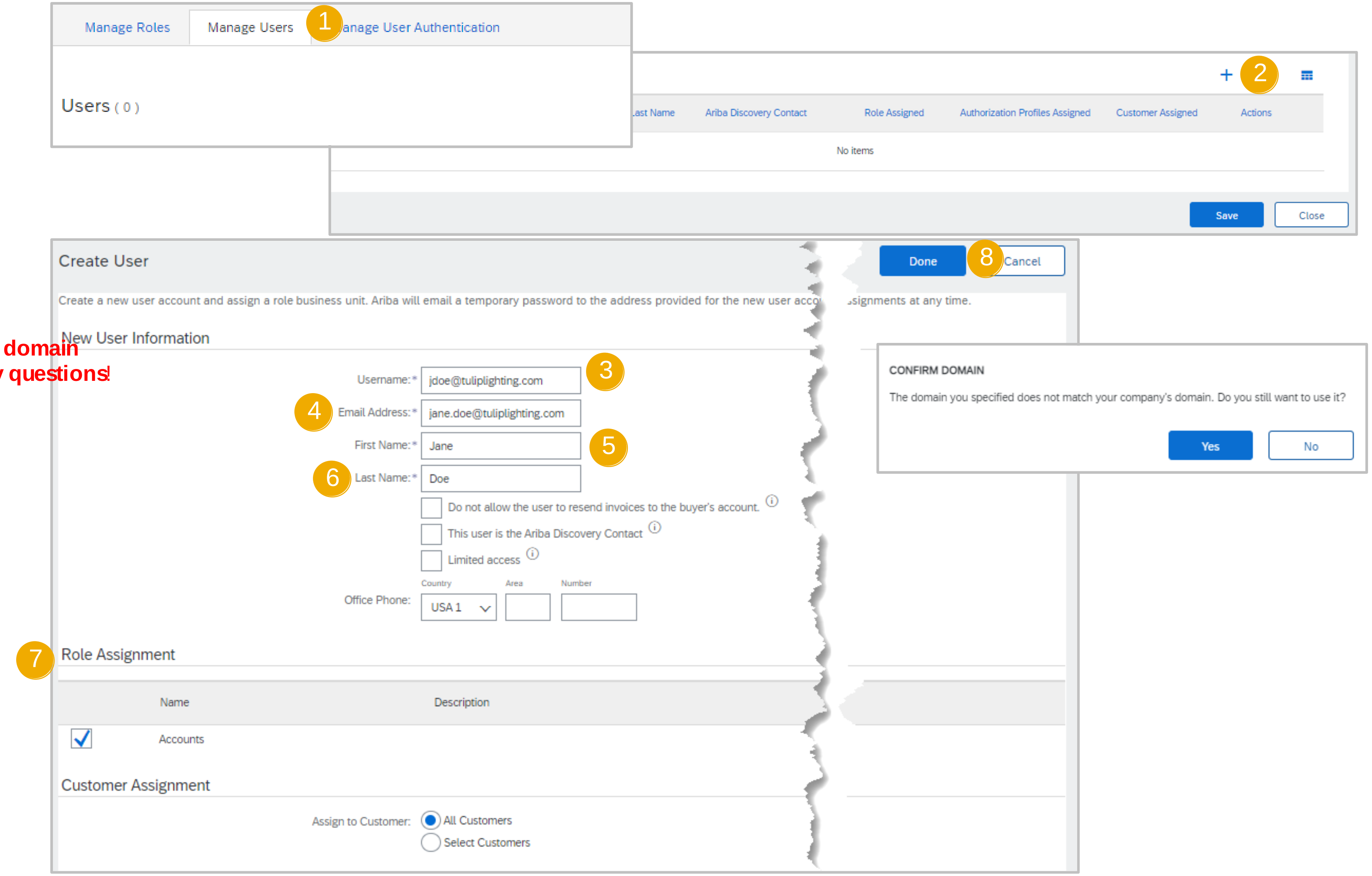
1. Click on the **Manage Users** tab
2. Click on the **+** button
3. Enter a **User name**

✣ **Note:** The User name can be the email address of the User or it can be created, however it must be in an email format, for example jane@abc.com
NOTE: All supplier users must have company email domain address! Please contact your Buyer if there are any questions!

4. Enter the **Email Address** of the User
5. Enter the User's **First Name**
6. Enter the User's **Last Name** required
7. Under **Role Assignment**, select the Role
8. Click on **Done**, (you may get a Confirm Domain message particularly if you have not used the actual email address of the user for the Username, click **Yes**)

✣ **Note:** Users can be assigned more than 1 Role

✣ Customer Assignment - Where you have multiple Buyers on the one ANID, User's can be assigned specific Customers

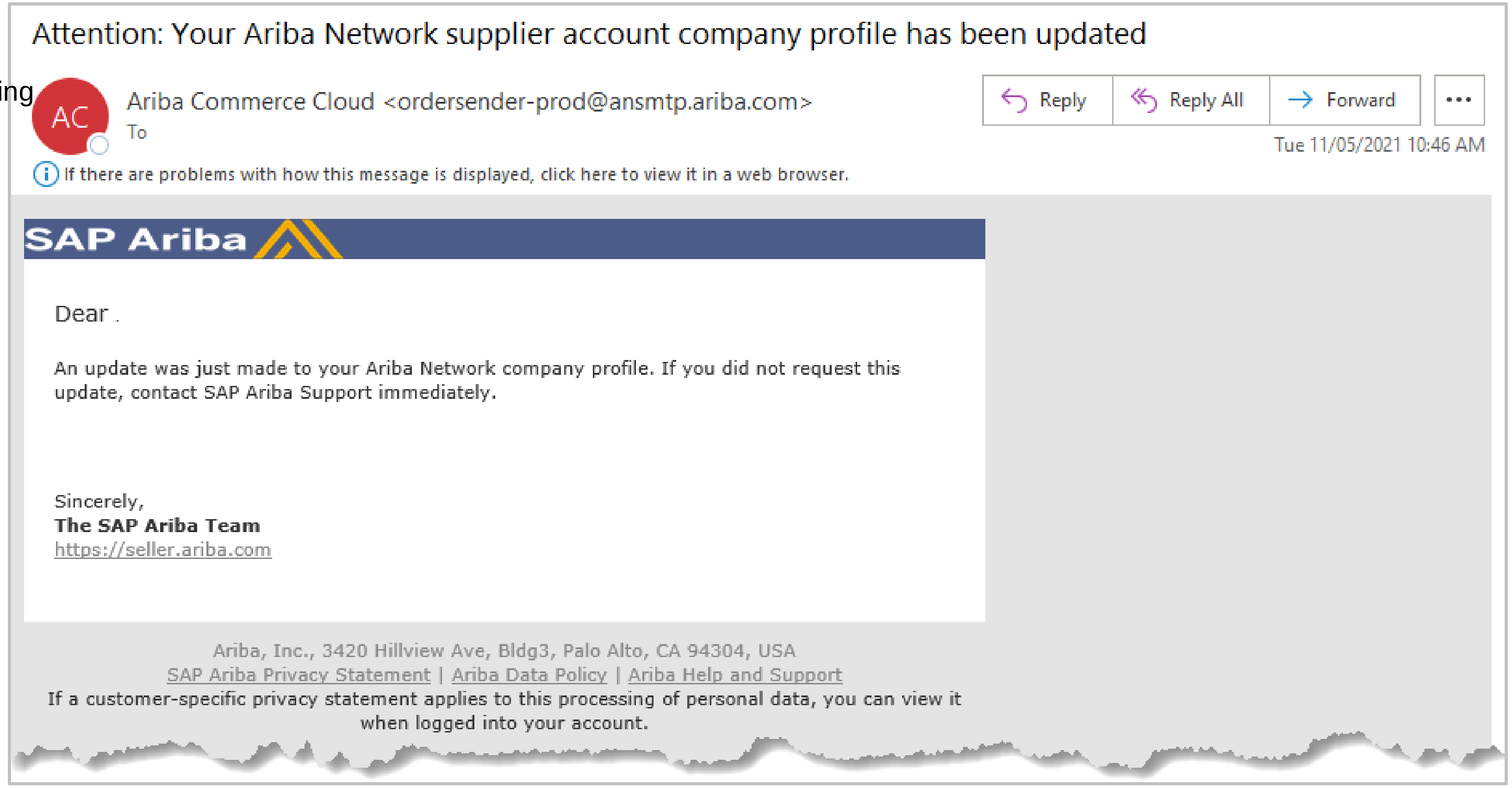


Account Configuration – Company Profile

Email Notification of Changes

When information associated to account is added, updated or changed the System Administrator/Digital Champion will receive an email indicating that information has been updated.

- If you did not request the change, identify first if it was performed on your behalf by a user with Administration limited access
- Emails are only generated when company profile information is effected



Attention: Your Ariba Network supplier account company profile has been updated

AC Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>

To

Reply | Reply All | Forward | ...

Tue 11/05/2021 10:46 AM

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

SAP Ariba

Dear .

An update was just made to your Ariba Network company profile. If you did not request this update, contact SAP Ariba Support immediately.

Sincerely,
The SAP Ariba Team
https://seller.ariba.com

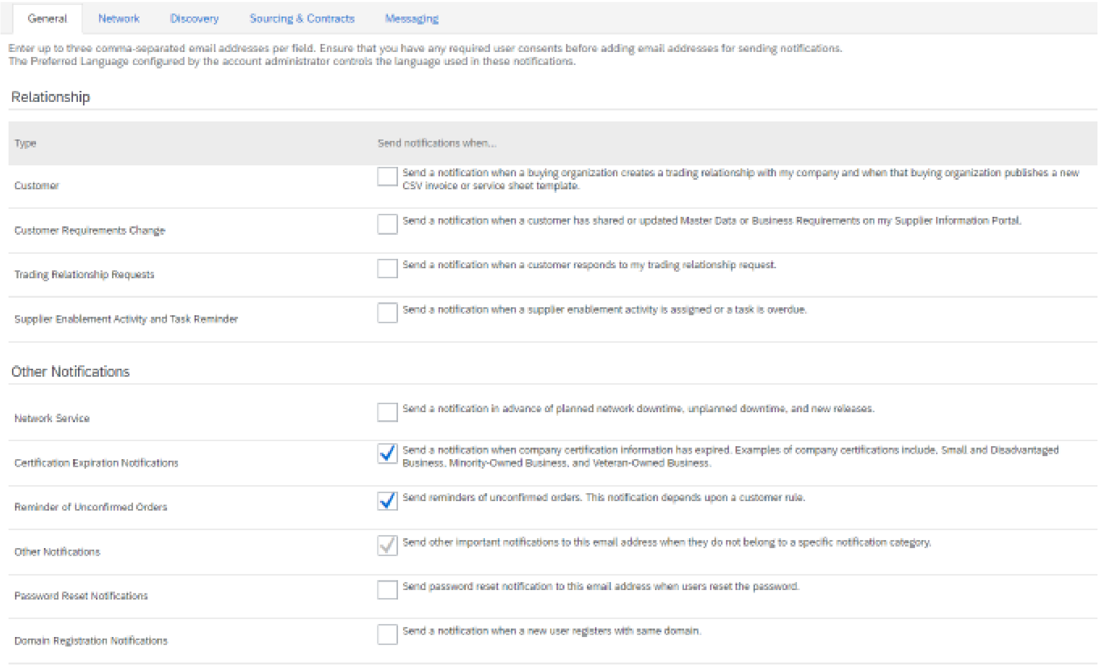
Ariba, Inc., 3420 Hillview Ave, Bldg3, Palo Alto, CA 94304, USA
SAP Ariba Privacy Statement | Ariba Data Policy | Ariba Help and Support
If a customer-specific privacy statement applies to this processing of personal data, you can view it when logged into your account.

Account Configuration – Notifications

Configuring General, Network & Messaging

Configuring your Notifications in advance allows you to be ready to support and transact Molex come Go-Live! Follow the steps on the right to setup your notifications per Molex's recommendations. You can also add any additional notifications you think would be useful to yourself or users.

After Clicking on your **Initials > Settings > Notifications**



1. Click on the **General** tab
2. Scroll down to **Other Notifications**
3. Select the **Certification Expiration Notifications** and **Reminder of Unconfirmed Orders**
4. Click on **Save**, a green ribbon indicates that the profile has been successfully updated.

5. Click on the **Network** tab
6. Scroll down to **Electronic Order Routing**
7. Under **Order** select both **Send Notification for new purchase orders to suppliers** and **Send notification to suppliers when purchase orders are changed**.
8. Select **Order Confirmation Failure** and **Approval**
9. Scroll down to **Ship Notice**
10. Select **Ship Notice Failure**, **Ship Notice Decline** and **Ship Notice Accepted with Changes**
11. Click on **Save**, a green ribbon indicates that the profile has been successfully updated.

12. Click on the **Messaging** tab
13. Scroll down to **Global document-specific settings**
14. Select **Purchase order messages**
15. Scroll down to **Global default settings**
16. Select **Administrator**
17. Click on **Save**, a green ribbon indicates that the profile has been successfully updated.

18. Click on **Close** to exit Account Settings

Account Settings Screen

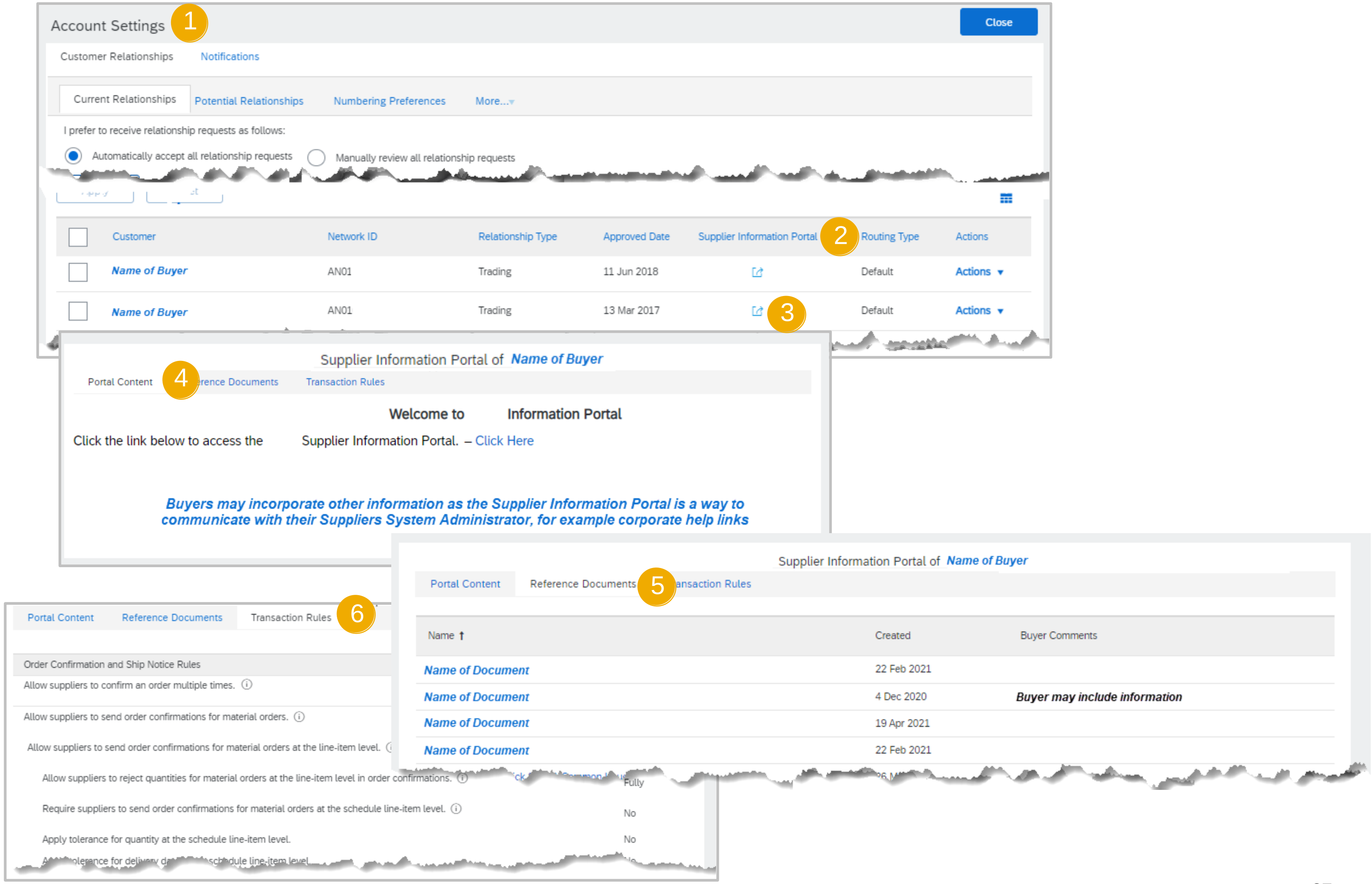
MOLEX Supplier Information Portal and Reference Documents

The **Buyer Supplier Information Portal** is a way Buyers can communicate with their suppliers System Administrator with information they need to transact using the SAP Business Network – SAP Ariba

To access each tab in the Buyers Supplier Information Portal:

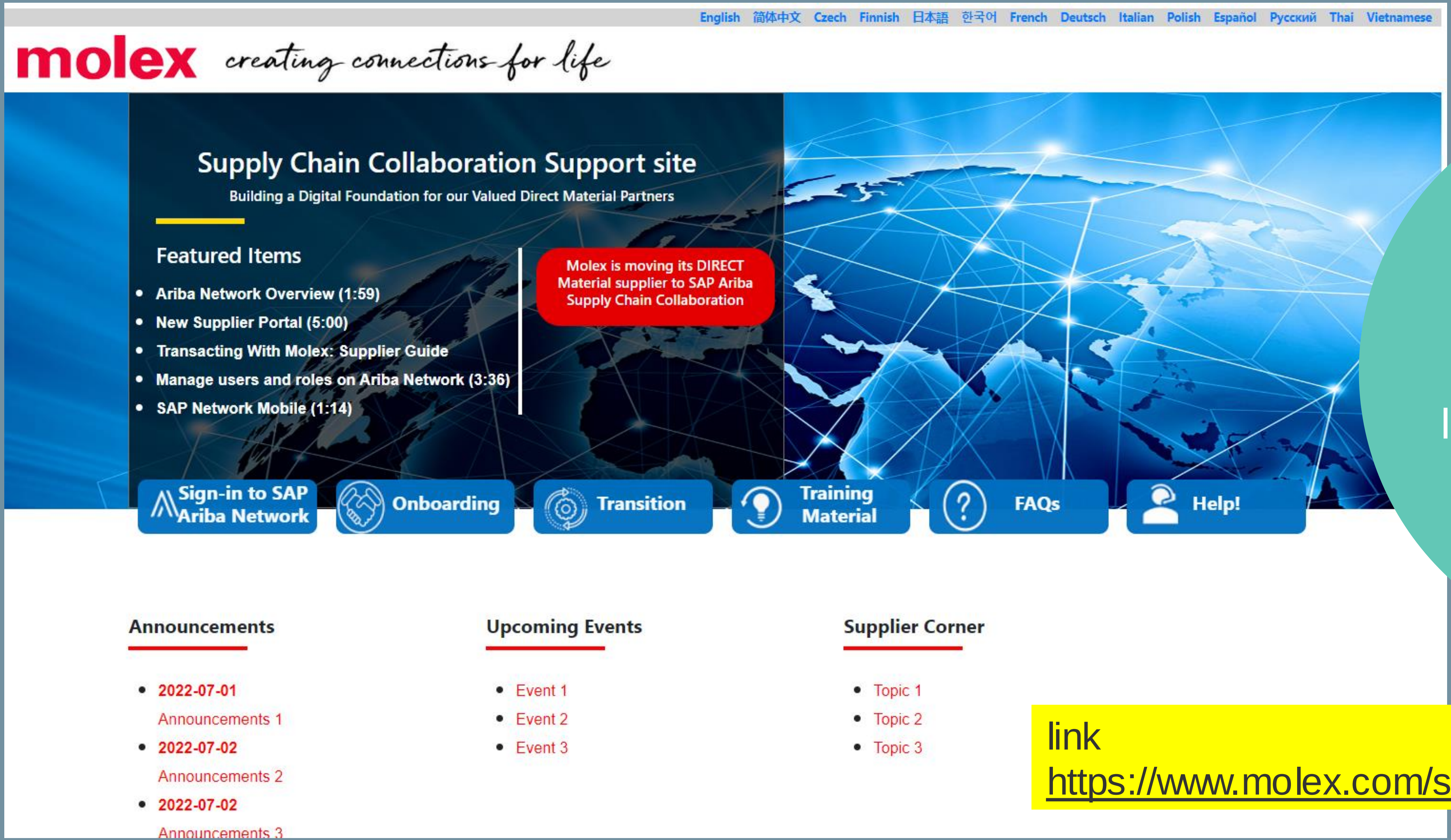
1. Access **Settings > Customer Relationships**
2. Under **Current Customers** locate the **Supplier Information Portal column**
3. Click on of the Buyer required
4. The **Supplier Information Portal of** the Buyer you selected with the Portal Content tab open
5. Click on the **Reference Documents** tab to identify any documents from your Buyer
6. Click on the **Transaction Rules** tab to view the transaction rules set by the Buyer

- **Buyer Supplier Information Portal** – Access to training content via the link (accessed via Help) and may also content information directly from your Buyer
- **Reference Documents** – Buyers may upload reference documents for suppliers that provide more business specific information
- **Transaction Rules** – The parameters set in the SAP Business Network by the Buyer outlining the processes and information about transacting



SUPPLIER SUPPORT SITE

The SCC Supplier-Support Site is targeted to help DIRECT Suppliers with the transition and to orientate them on SAP Ariba Network. The site includes material to get them started, training material, guidance videos and FAQs to get them ready to use SAP Ariba Supply Chain Collaboration (SCC) Portal!



Tools for DIRECT Suppliers

| Training Material & Videos |
| Featured Items | FAQ |
| Onboarding Guidance|
| Transacting during Transition|
| Helpdesk Support |
| Multi-language Access |

link
https://www.molex.com/supplier/scc

molex

Additional Account Configuration for Molex

Account Configuration – Company Profile

Adding Additional Company Addresses

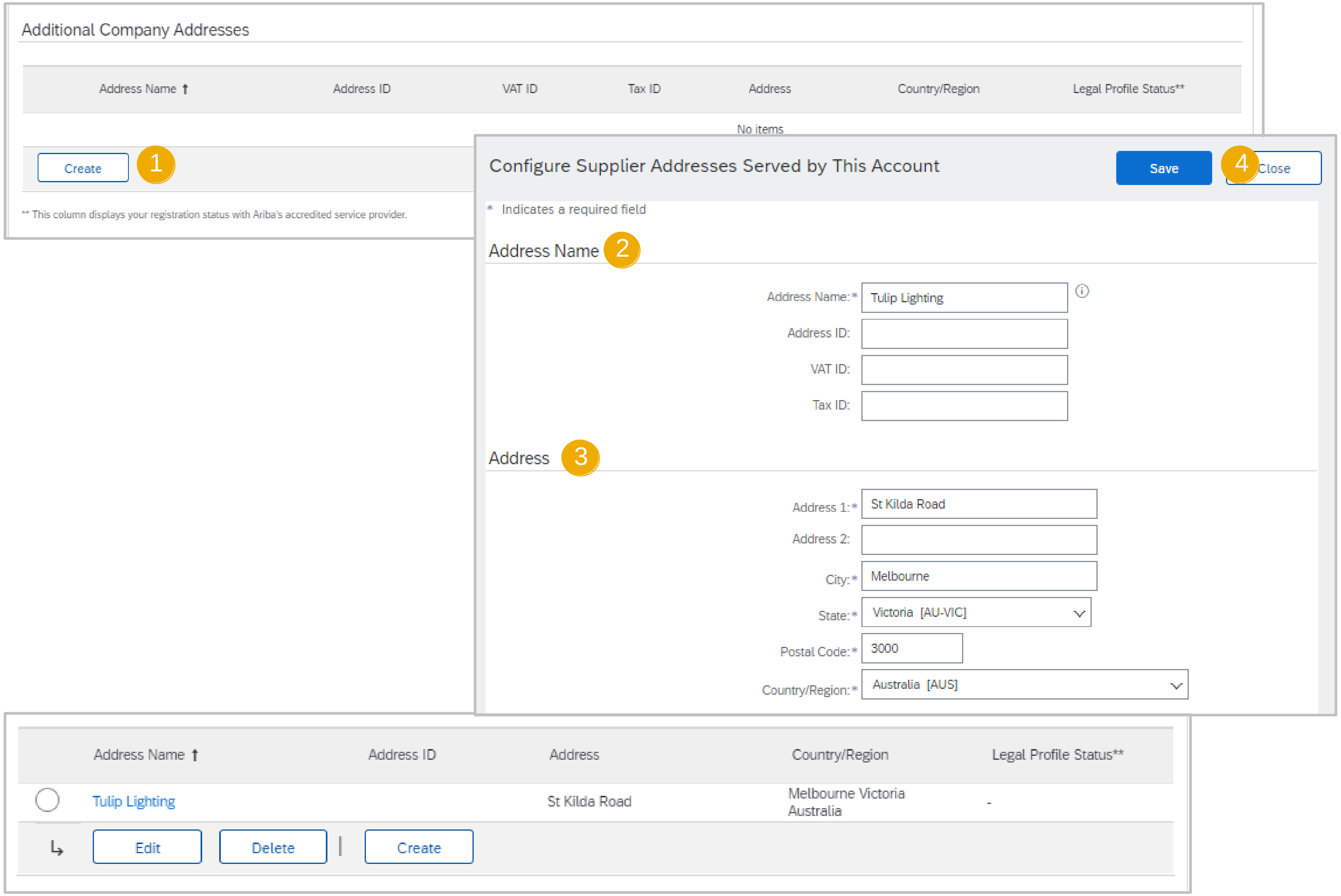
Add Additional Company addresses where the Remit To: may be a different location than indicated on the Purchase Order and when there are sites in other states, provinces or locations in your business

- Once additional locations have been added, users are able to select the address from various document entry screens, for example, Billed From and Shipped From

Open Company Settings and stay on the Basic Tab, refer to Accessing Company Profile Information

1. Click on **Create**
2. Enter the business **Address Name** (for example a subsidiary)
    - Note: Add Tax information where there is a different Vat/Tax ID, for example a Subsidiary with its own Vat/Tax ID
3. Enter the **Address** details of the additional company address, completing all fields with an asterisks
4. Click on **Save,** the information added is displayed

- **Edit** – Select the Company Address requiring edits, then click Edit. Edit the required fields, then Save
- **Delete** – Select the Company Address required for deletion, then click on Delete respond to system message



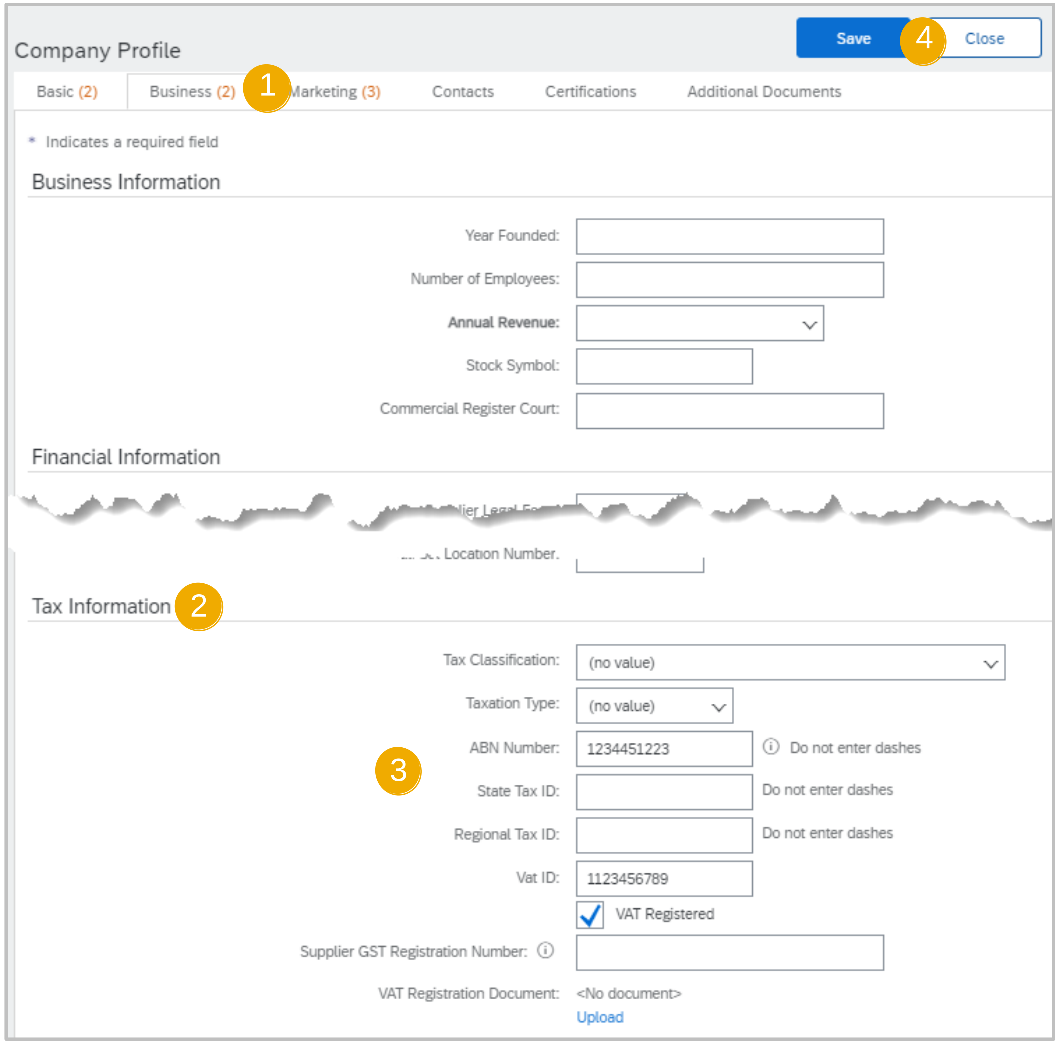
Account Configuration – Company Profile

Confirm/Add Tax Information

Adding the Tax information into the Company Profile allows tax information to be auto-populated into Invoices reducing the chance of errors entering a Company Tax ID

After Clicking on your **Initials > Selecting Company Profile**

1. Click on the **Business** tab
2. Scroll down to **Tax Information**
3. Enter the applicable tax information based on your country, region or government requirements
4. Click on **Save**, a green ribbon indicates that the profile has been successfully updated
5. Click on **Close** to exit Company Profile



Account Settings Screen

Customer Relationships Information

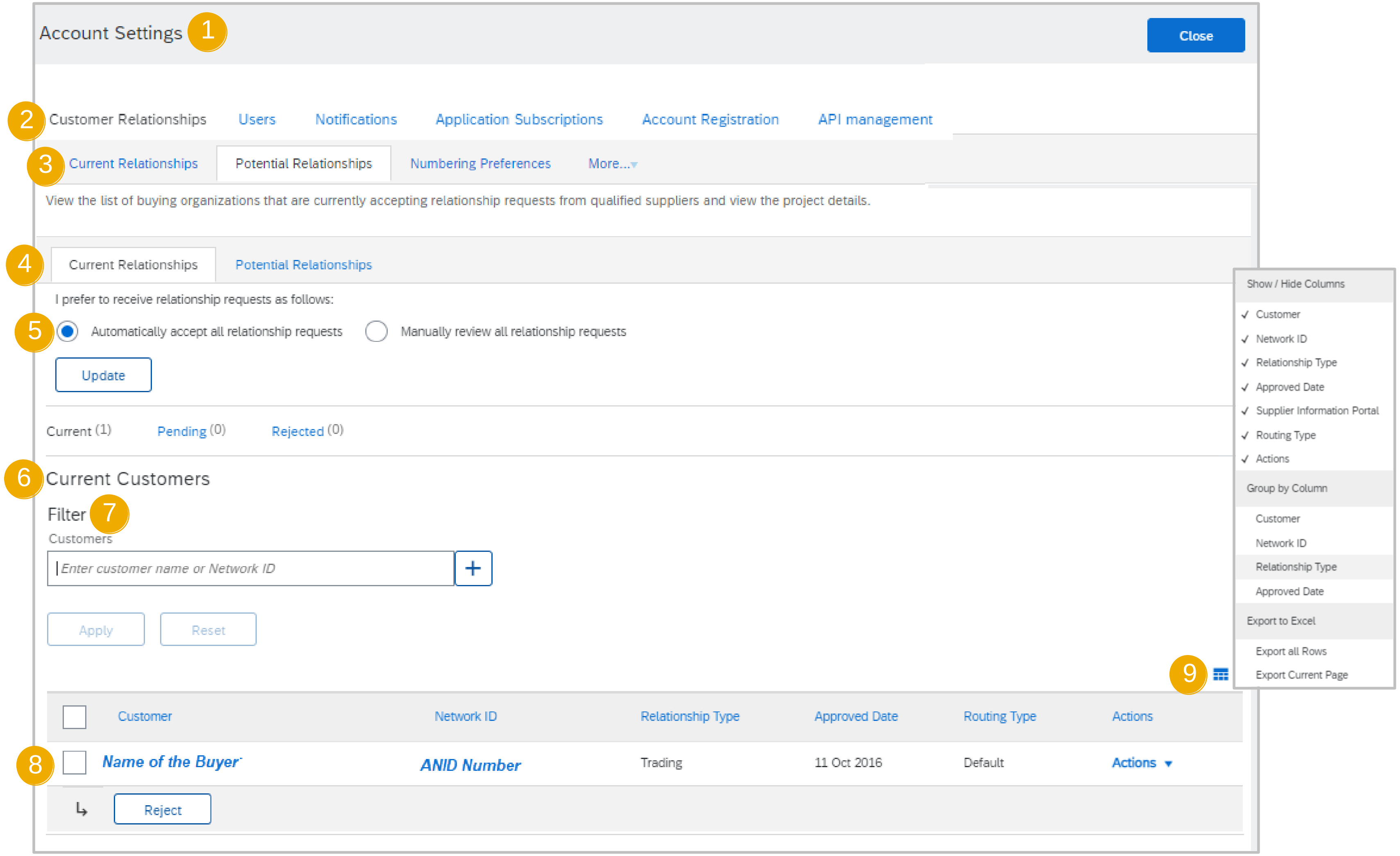
The System Administrator has access to all relevant tabs under Account Settings, however users will only have access to the tabs based on the permissions set for each user

Customer Relationships provides suppliers with information about:

- Current Relationships
- Potential Relationships
- Numbering Preferences
- More which contains Numbering Preferences and Automatic Invoice Creation

- **Note:** Tabs can be used to access other sections under the Account Settings Screen instead of exiting and selecting from the Settings drop down list

1. **Account Settings** screen header
2. **Tabs** to other options under the Settings > Account Settings option
3. **Customer Relationships** screen available tabs
4. **Current Relationships** and **Potential Relationships** options
5. Relationship request options – automatic or manual
6. **Current Customers** sub heading
7. **Filter** to search for customers
8. All Buyers that you have a transacting relationship in the Ariba Network
9. **Show Hide Columns** options



Managing Customer Relationships

Managing Current Relationships

Suppliers may receive requests from other businesses to create a relationship

To manage Customer Relationships:

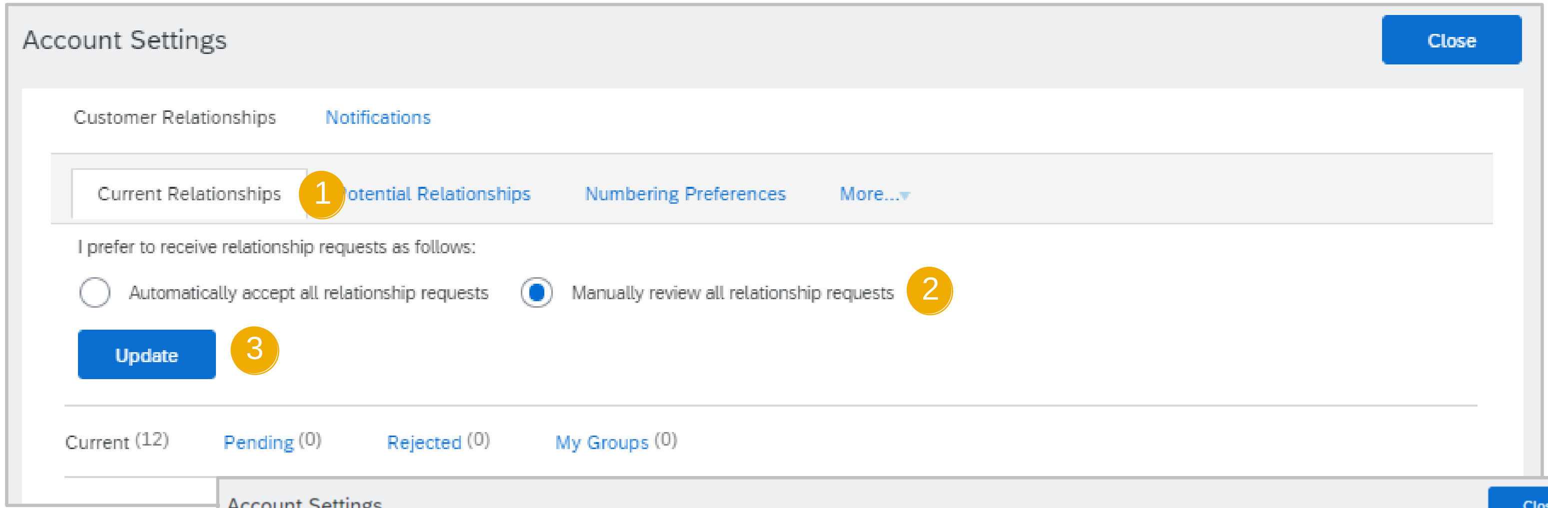
Open the Customer Relationships screen

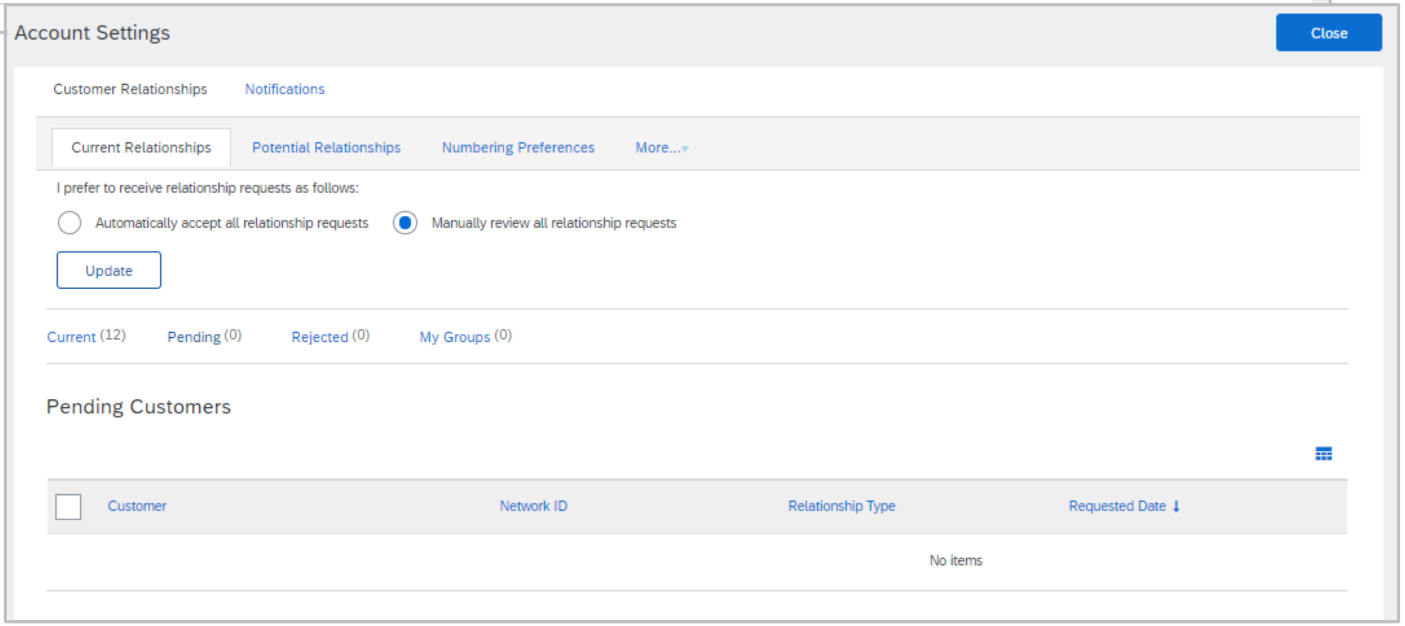
1. Select **Current Relationships**
2. Identify and select whether you with to accept new customer relationships either **Automatically** or **Manually**
3. Click **Update**

The Tabs indicate how many customers are:

- Current
- Pending
- Rejected
- My Groups

- Review, update and confirm customer relationships as required



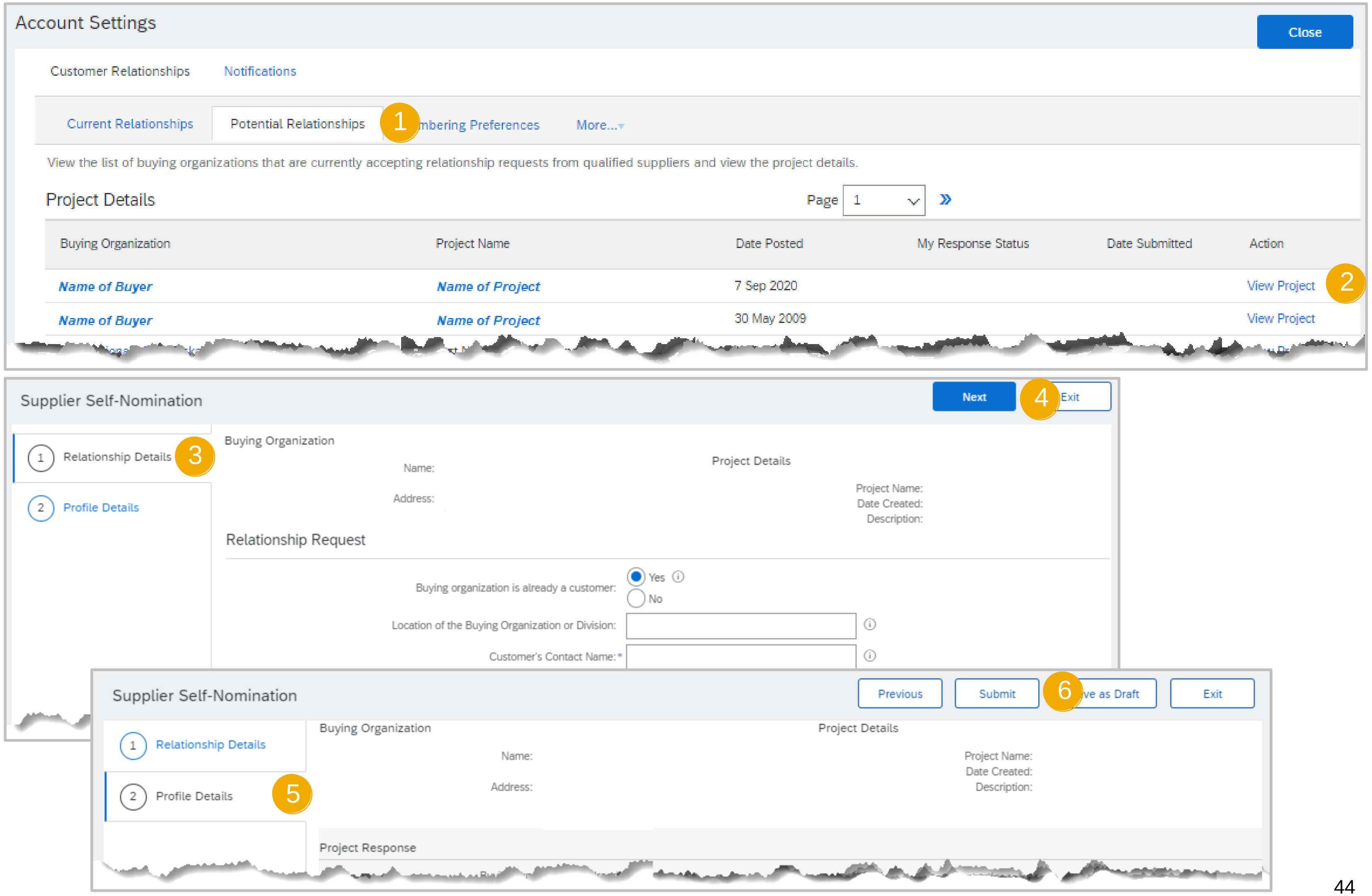


Managing Customer Relationships

Managing Potential Relationships

To Manage Potential Customer Relationships:

1. Select **Potential Relationships**
2. Click on **View Project** next to the relationship you wish to view
3. Review the information on the **Relationship Details Tab**, enter information into all fields with an asterisks
4. Click on **Next**
5. Review the information on the **Profile Details** tab
6. Click on **Submit**



Managing Customer Relationships

Managing My Groups

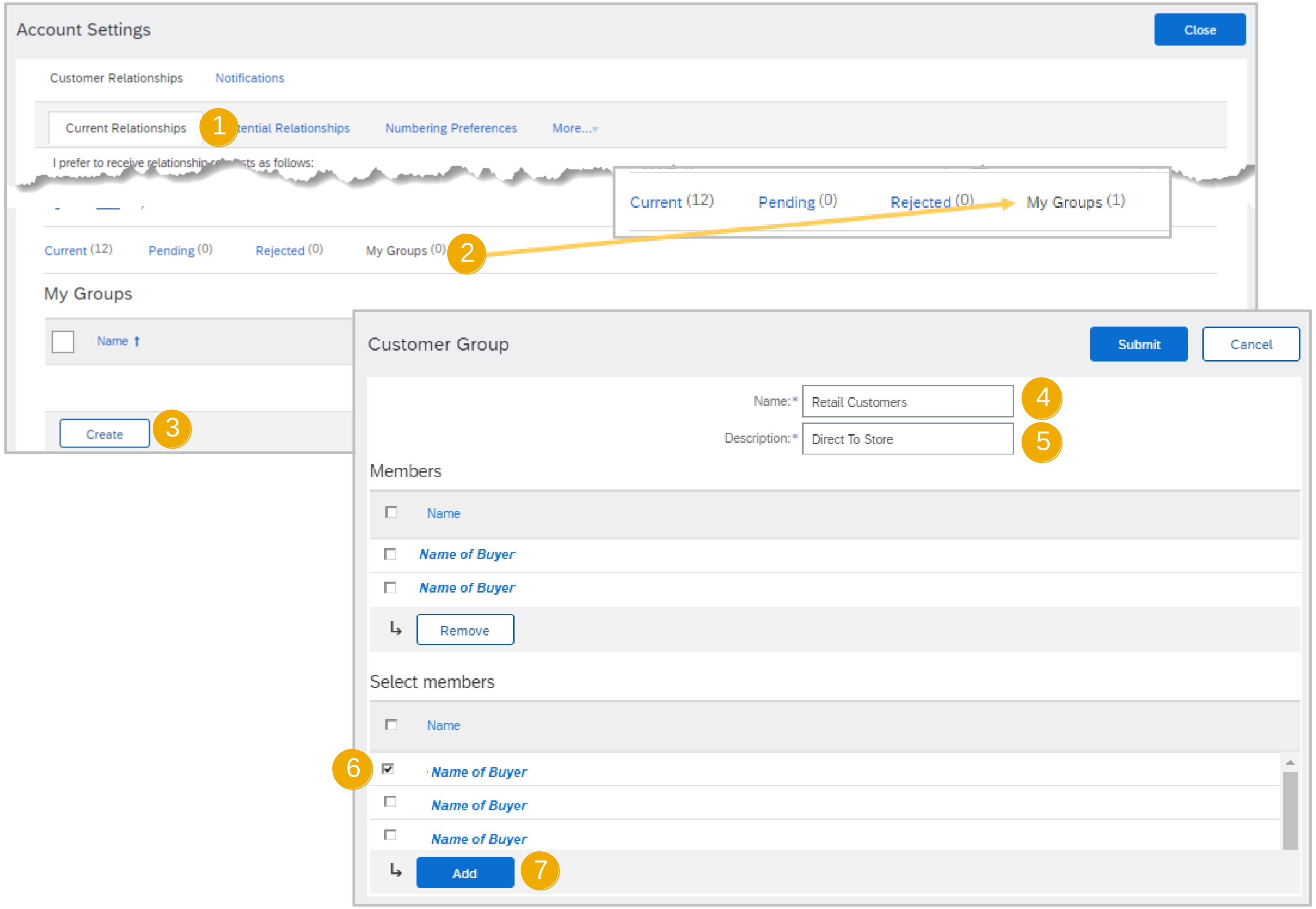
Suppliers can group their customers into defined groups

To do this:

Open the **Customer Relationships** screen

1. Select **Current Relationships**
2. Select the **My Groups** tab
3. Click **Create**
4. Enter the Name of the group you wish to create
5. Enter a Description of the group
6. Click in the box next to the Buyer/s you wish to add to this group
7. Click on Add, the names of the Buyers will appear under Members
8. Once all members have been added click on **Submit,** the name of the group is displayed

To create more groups, repeat this process



HAVE QUESTIONS OR NEED HELP?

Supplier Support

Contact Molex

Reach out to Molex by using our on-line supplier support form:

Molex Supplier Support Help

Transactions in SAP Business Network

- General Supplier Help
- PO issues
- Quality Notifications
- Labels
- Tax related concerns
- Invoice issues

Contact Ariba

Select a region to reach out to the Ariba Network Help Center or to request a call back from Ariba support:

- **US & Canada**
- **Mexico, Caribbean, Central & South America**
- **Australia, Pacific & Japan + Greater China**
- **Europe, Middle East & Africa**

SAP Business Network Login / Access Issues

- I am locked out of my Ariba Network account
- How do I get a user ID?
- How do I set up my notifications?
- I forgot my password
- How do I configure my account?
- How do I set up a user

Supplier Support Site

Supply Chain Collaboration Support Site

- The SCC Supplier-Support Site is targeted to help DIRECT Suppliers with the transition and to orientate them on the SAP Business Network.
- The site includes material to get you started, providing onboarding guidance, videos and FAQs

Messaging Feature

- Access the messaging panel to communicate with trading partners to get clarifications on PO details or follow up on orders or invoicing
- After a document is created and sent, either the supplier or the buyer can initiate a message using the message panel in the context of the document.

Thank you.

Contact information:

Molex Supplier Enablement Team
SCCollaboration@molex.com