MOLEX SAP BUSINESS NETWORK SUPPLY CHAIN COLLABORATION PROJECT GO-LIVE READINESS MATERIAL

SUPPLIER ENABLEMENT TEAMS

APRIL 2024

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SESSION PURPOSE

We believe in the transformative power of creating connections to foster collaboration. The purpose of this session is to review and align on the activities to help you reach supplier readiness for the upcoming SAP BUSINESS NETWORK system Go-Live, providing a forum so we can walk the digital path together …

AGENDA

1. Go-Live Readiness Questions
2. What is different on Go-Live
3. What is NOT Changing
4. How to reach out for Help

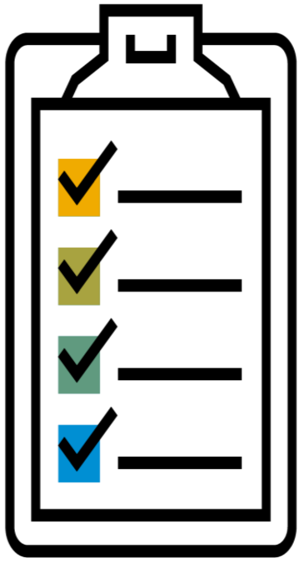
You are a selected supplier, prioritized for SAP Business Network Onboarding, becoming one of the suppliers for our upcoming Supply Chain Collaboration (SCC) enablement

1. GO-LIVE READINESS QUESTIONS
EXPECTED COMPLETION BY GO-LIVE

IF YOU ARE ..	READINESS QUESTIONS	IF YES	IF NO
Digital Champion/ AN Account Administrator	**Roles & Permissions Assigned?** - Order management role - Account's receivable role - Quality Role	Confirm if required roles have been created:	Click Here for Guidance Material
	Users Setup?	** Confirm if users can log into the SAP Business network prior Go-Live	Click Here for Guidance Material Adding Users to SAP Network (4:07)
USER Any members in the Supplier's organization who has a relationship with MOLEX	**User Notifications Enabled?**	** Once go-live, confirm if users are getting notifications	Click Here for Notification Material
	Training Completed? - Digital Champion/Account Admin - Order Collaboration Training - Quality Notifications Training - Invoicing Training - Consignment Training	Click here to view the roles that will be required as part of the new process	Click Here to access OnDemand training

Reach out if you would like to schedule a guidance session – We will be happy to help!

Molex Supplier Support Help



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2. WHAT IS DIFFERENT ON GO-LIVE

READINESS ACTIVITIES

Digital Transformation	PURCHASE ORDER IN SAP NETWORK	ORDER CONFIRMATION REQUIRED	ASN (Advance Shipment Notice)	DIGITAL INVOICING	CONSIGNMENT COLLABORATION IN SAP NETWORK	QUALITY NOTICATIONS IN SAP NETWORK	Suppliers will administer their own users in the SCC portal
Changes & Benefits	• No emails- Elimination of individual emails • Reduces risk of missed orders • Speed and efficiency for order execution	• Confidence in commitments to build and deliver to customers • One source of truth	• Most suppliers will be required to submit ASN for each shipment • Visibility to schedule receipts/ production build • Shipment tracking	• Most suppliers you can use SAP to directly submit invoices • Suppliers required to submit paper invoices (e.g. in China) email invoices to invoices@molex.com	**If you are an identified Consignment Supplier • No emails - Elimination of individual emails • Speed and efficiency for order execution	• No emails- Elimination of individual emails • Agility to solve quality issues • Online records to provide details and resolution	• Supplier can control user access & roles • Easier to maintain & customize for supplier's business needs
SUPPLIER READINESS FOLLOW UP	Who will process and CONFIRM the Received Purchase Orders?		Who will process the ASNs?	Know how to submit invoices electronically	Who will process Consignment Orders?	Who will process Quality Notifications?	Take the digital Champion Training

You can only use ONE channel to invoice, either SAP Network or email to invoices@molex.com

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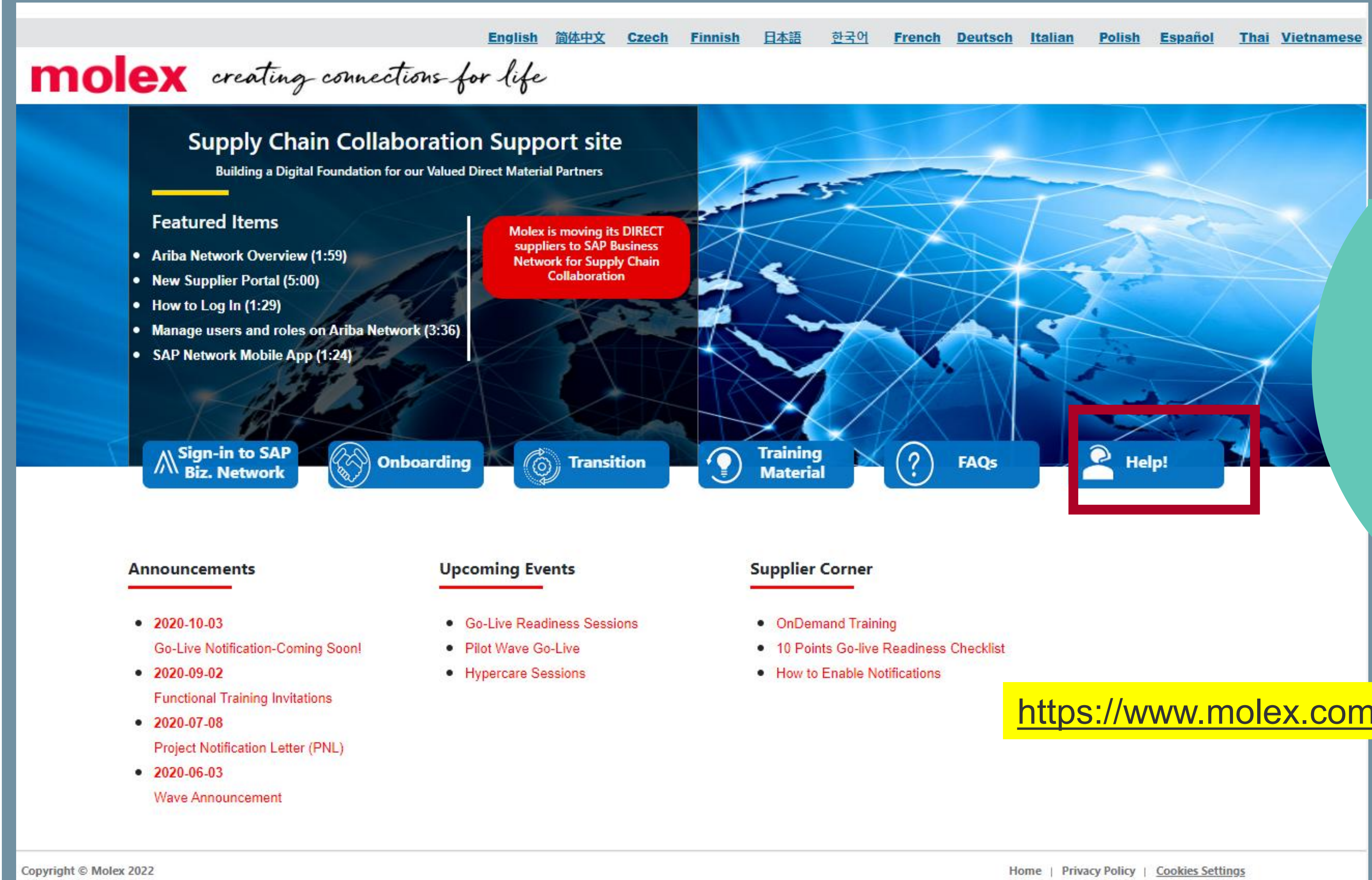
3. WHAT IS NOT CHANGING

Process	Comments
POs created in **SupplierNet** before Go-live will remain in SupplierNet and should continue to transact on SupplierNet	
Suppliers required to submit paper invoices (example. China to China/ Mexico to Mexico) should continue to use current process	

If you have any questions or require support, use our online form to contact us!
[Molex Supplier Support Help]

4. How to reach out for help…
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 |

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

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4. HOW TO REACH OUT FOR HELP… (CONT.)

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.

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MOLEX ONDEMAND TRAINING & GO-LIVE READINESS CHECKLIST

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MOLEX ONDEMAND SUPPLIER TRAINING

Register – 3 easy steps!

Self-Directed Learning Experience

As part of our Go-live readiness efforts to transform digital collaboration with our valued supplier partners shipping to Molex plants, **microlearning videos** were developed as curriculum content under Molex Learning Management System, MolexEDU.

MolexEDU Login

*** Save the link because you will need it to login each time you want to take training**

1. **Access the registration form by clicking on MolexEDU Login * Click the pdf to access the registration guide**
2. **Once at the main page, select training based on your role, just click on "View program" to add content to your leaning experience.**
3. **Finish the recommended content prior go-live. *Training participation will be monitored**

Adobe Acrobat Document

SCC OnDemand Supplier Programs

The microlearning approach supports a self-directed learning experience, providing knowledge in short content video segments that can be accessed on-demand

1.SAP Business Network OVERVIEW	2.NAVIGATING THE SCC Portal	3.Digital Champion / Acct. Admin	4.Purchase Order Collaboration	5.Inventory & Consignment	6. Invoices & Payments	7. Quality Collaboration	8.0 Schedule Agreements Collaboration
• Molex's Digital Transformation initiative • Overview of the Portal SCC • The key changes for suppliers as part on this digital transformation, • Opportunities for high-transaction volume suppliers as part of B2B integration in SCC	• …how to login into the Portal, ways to find Orders, Invoices and other Documents using efficient options • …how to setup your homepage widgets, key guidance on how to setup user notifications • …how to use the SCC Messaging chat feature.	• ..how to create roles, permission and users • …how to configure your account, set language preference, enable PO and Invoice routings • …how to create a test account if required.	• …how PO Collaboration aims at streamlining the Buyer–Supplier interaction • …how to view a PO in SCC • …how to process an order confirmation • …how to create an advance ship notice • …how to use excel to perform mass updates for Order Confirmation and/or ship notice	• … how to search and identify consignment orders • … where to find consignment and settlement reports	• The benefits of using Invoices submitted via SCC PO flip or B2B to process them faster than using invoices@molex.com • …how to create PO based invoices • …how to review invoice status • … how to run invoice reports from SCC	• … how to create Supplier initiated QNs • … how to review a Molex initiated QNs in SCC	• The benefits of using Scheduling Agreements, and interaction with the SAP Business Network (SCC) including Order Confirmation and Advanced Ship notices

Recommended Training content based on your ROLE

Digital Champion	1. SAP Business Network Overview	2. Navigating the SCC Portal	3. Digital Champion / Acct Administrator				
Order Management	1. SAP Business Network Overview	2. Navigating the SCC Portal	4. Purchase Order Collaboration	5. Inventory & Consignment	8. Schedule Agreements (new)		
Supplier Quality	1. SAP Business Network Overview	2. Navigating the SCC Portal	7. Quality Collaboration				
Accts Receivable	1. SAP Business Network Overview	2. Navigating the SCC Portal	6. Invoices & Payments				

Who should take the training?

Any stakeholder in your organization who has a relationship with MOLEX should take the supplier training, including Digital champion, PO routing/fulfillment users, invoice entry.

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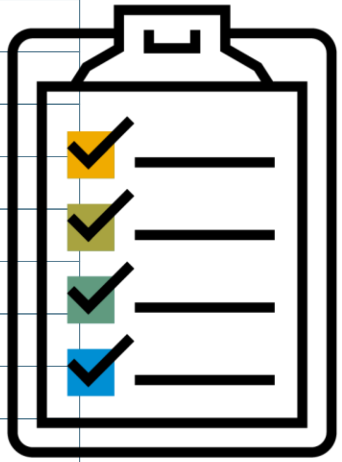
10 POINTS GO-LIVE READINESS CHECKLIST

Expecting completion BEFORE system Go-live

Done?	TASK	Action Owner	Details/Recordings
YES	**1. Attended Molex Supplier Summit**	**Digital Champion**	Summit Video (25:01)
	2. Complete SCC Registration		
	• Completed the Trading Relationship Request (TRR)	**Digital Champion**	Supporting Guidance
	3. Configured the Supplier Account	**Digital Champion**	
	• Completed electronic Order Routing requirements		Supporting Guidance
	• Completed Invoice Routing requirements		Supporting Guidance
	4. Created Roles, assigned Permissions	**Digital Champion**	Supporting Guidance
	5. Create Users	**Digital Champion**	Supporting Guidance
	6 Completed OnDemand Microlessons (based on your role)		
	• Digital Champion/AN Account Administrator Training	**Digital Champion**	OnDemand Training
	• Order Collaboration Training	**Order Management Role**	OnDemand Training
	• Quality Notifications Training	**Quality Role**	OnDemand Training
	• Invoicing Training	**Accounts Receivable Role**	OnDemand Training
	7. User Notifications Enabled	ALL Roles	Supporting Guidance
	8. Attended Readiness Go-live Session (Digital champion forwards session)	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**	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



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THANK YOU

Molex Supplier Enablement Team

SCCollaboration@molex.com

SUPPORTING GUIDANCE

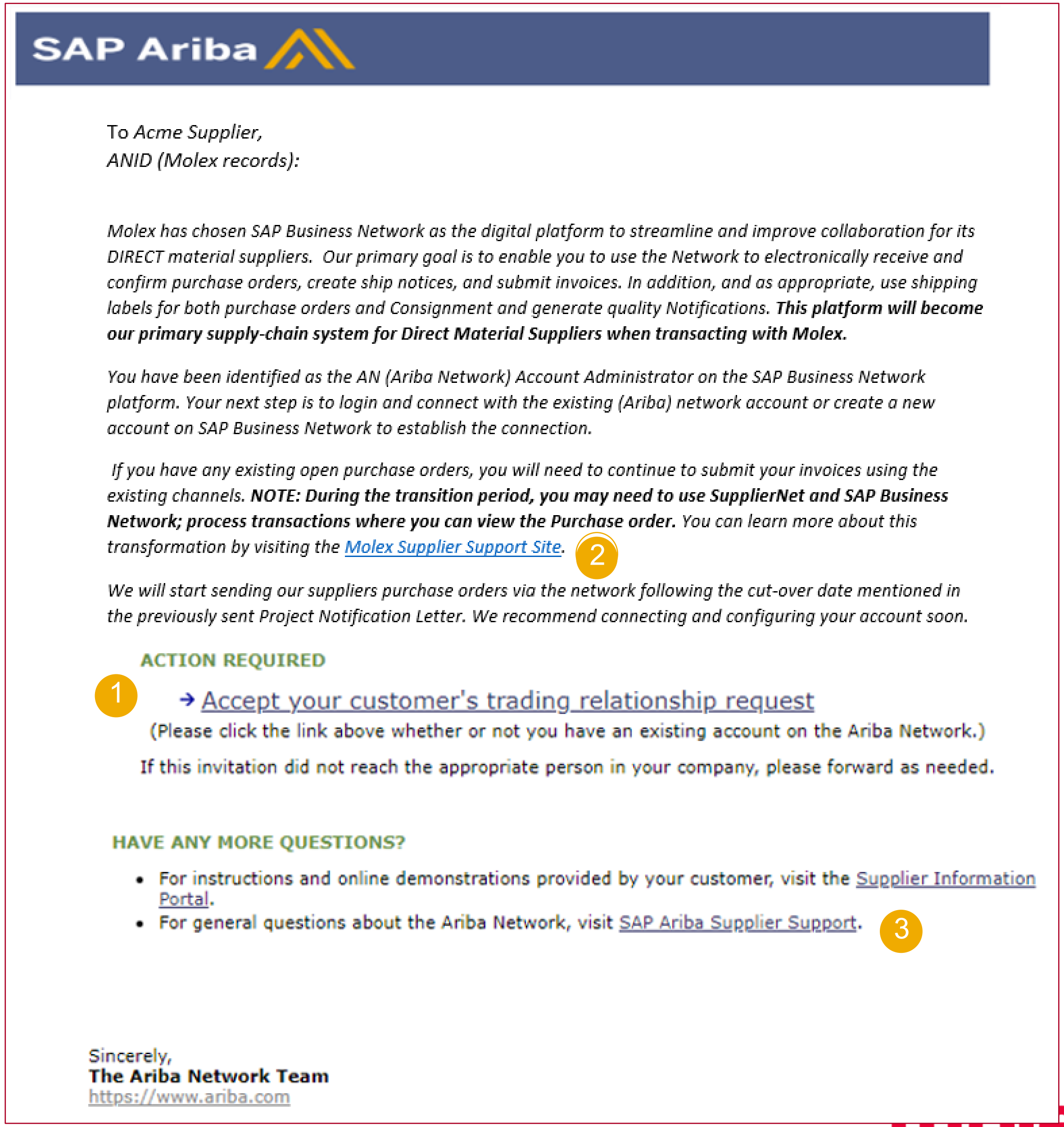
ACCEPTING THE TRADING RELATIONSHIP REQUEST (TRR)

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.)

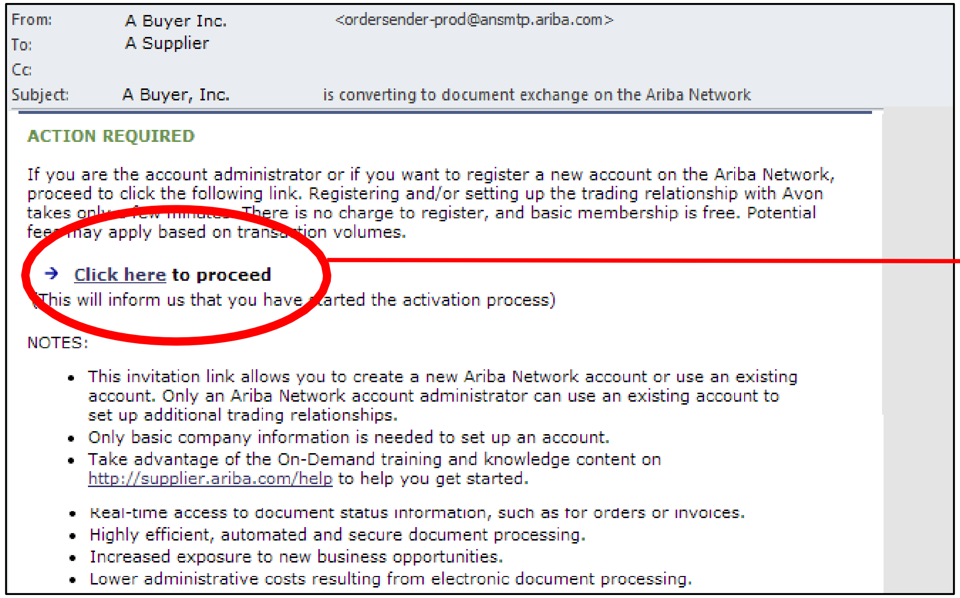
If this invitation did not reach the appropriate person in your company, please forward as needed.

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)


From: A Buyer Inc. <ordersender-prod@ansmtp.ariba.com>
To: A Supplier
Cc:
Subject: A Buyer, Inc. is converting to document exchange on the Ariba Network

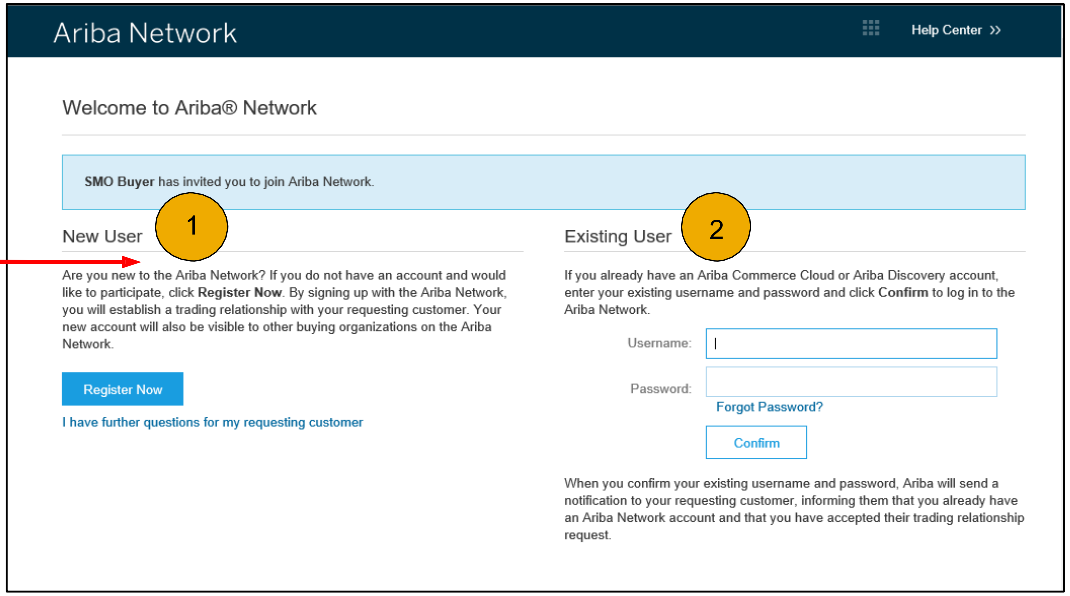
ACTION REQUIRED

If you are the account administrator or if you want to register a new account on the Ariba Network, proceed to click the following link. Registering and/or setting up the trading relationship with Avon takes only a few minutes. There is no charge to register, and basic membership is free. Potential fees may apply based on transaction volumes.

→ Click here to proceed
(This will inform us that you have started the activation process)

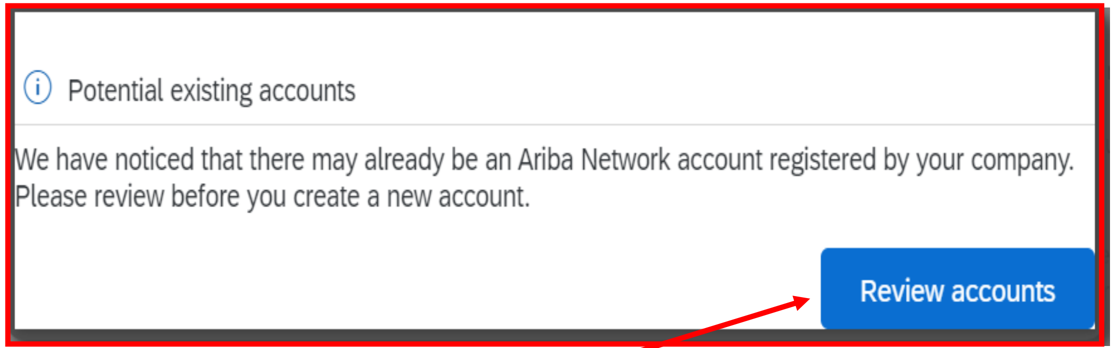
NOTES:

- This invitation link allows you to create a new Ariba Network account or use an existing account. Only an Ariba Network account administrator can use an existing account to set up additional trading relationships.
- Only basic company information is needed to set up an account.
- Take advantage of the On-Demand training and knowledge content on http://supplier.ariba.com/help to help you get started.
- Real-time access to document status information, such as for orders or invoices.
- Highly efficient, automated and secure document processing.
- Increased exposure to new business opportunities.
- Lower administrative costs resulting from electronic document processing.



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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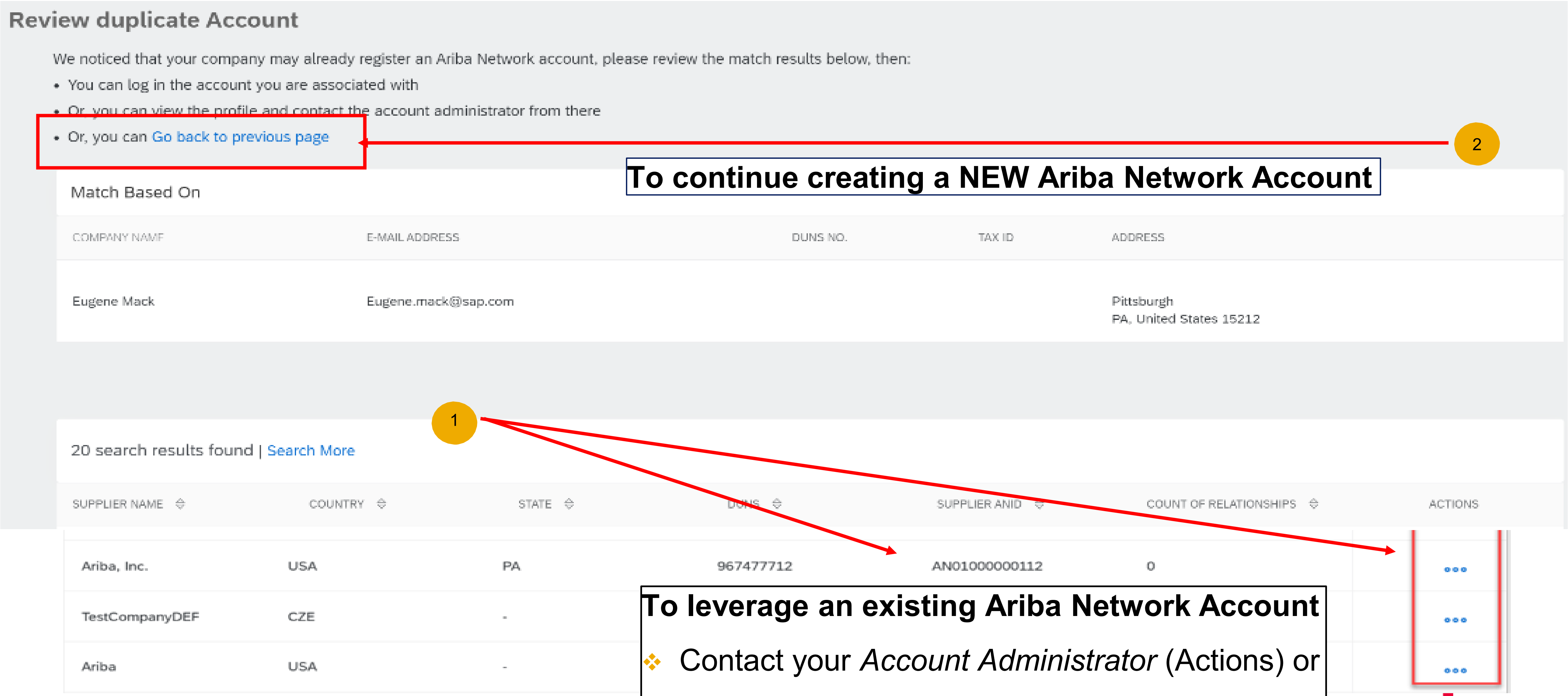
REVIEWING POTENTIAL EXISTING ACCOUNT (WHEN APPLICABLE)



To continue creating a NEW Ariba Network Account

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

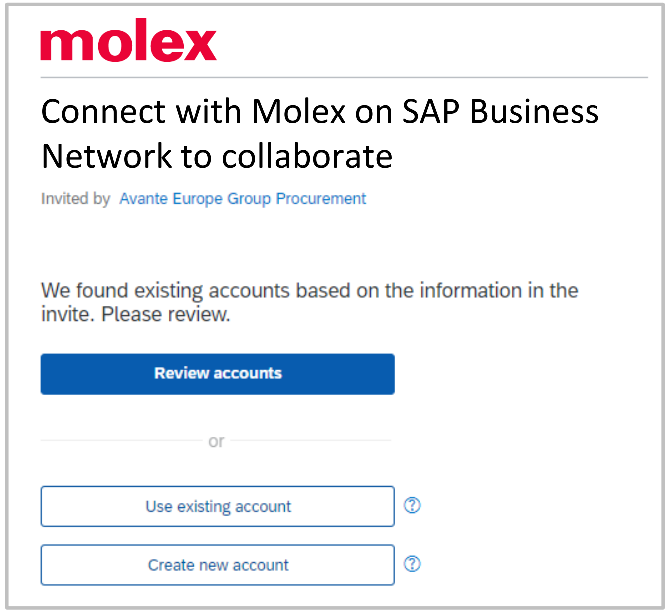
1. Click on **Use Existing Account**
2. Enter the **Username** and the **Password** for the account you wish to use
3. Click on **Connect**

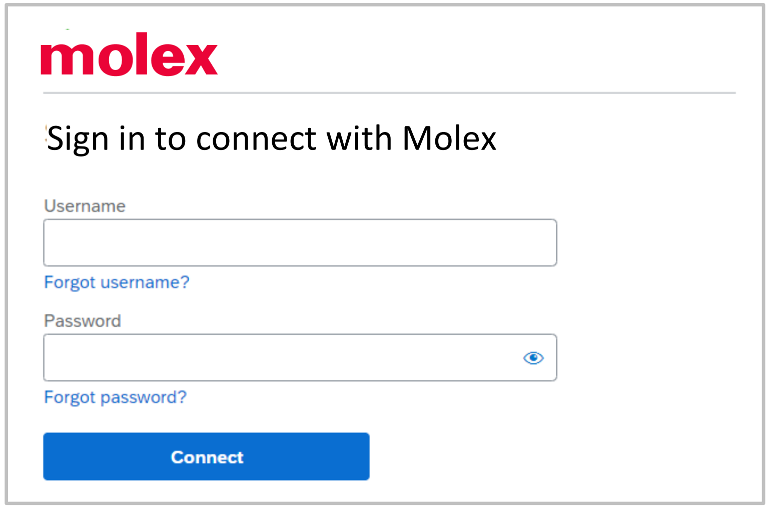
- Complete the details on the screen

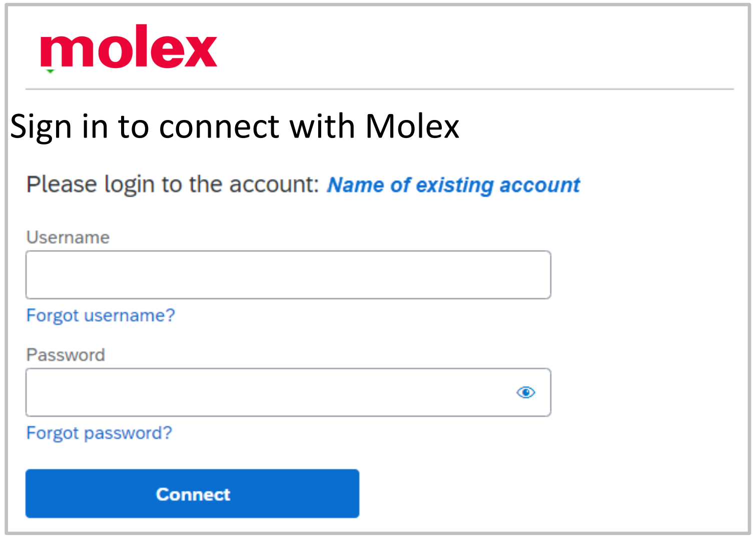
From the Review accounts screen

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

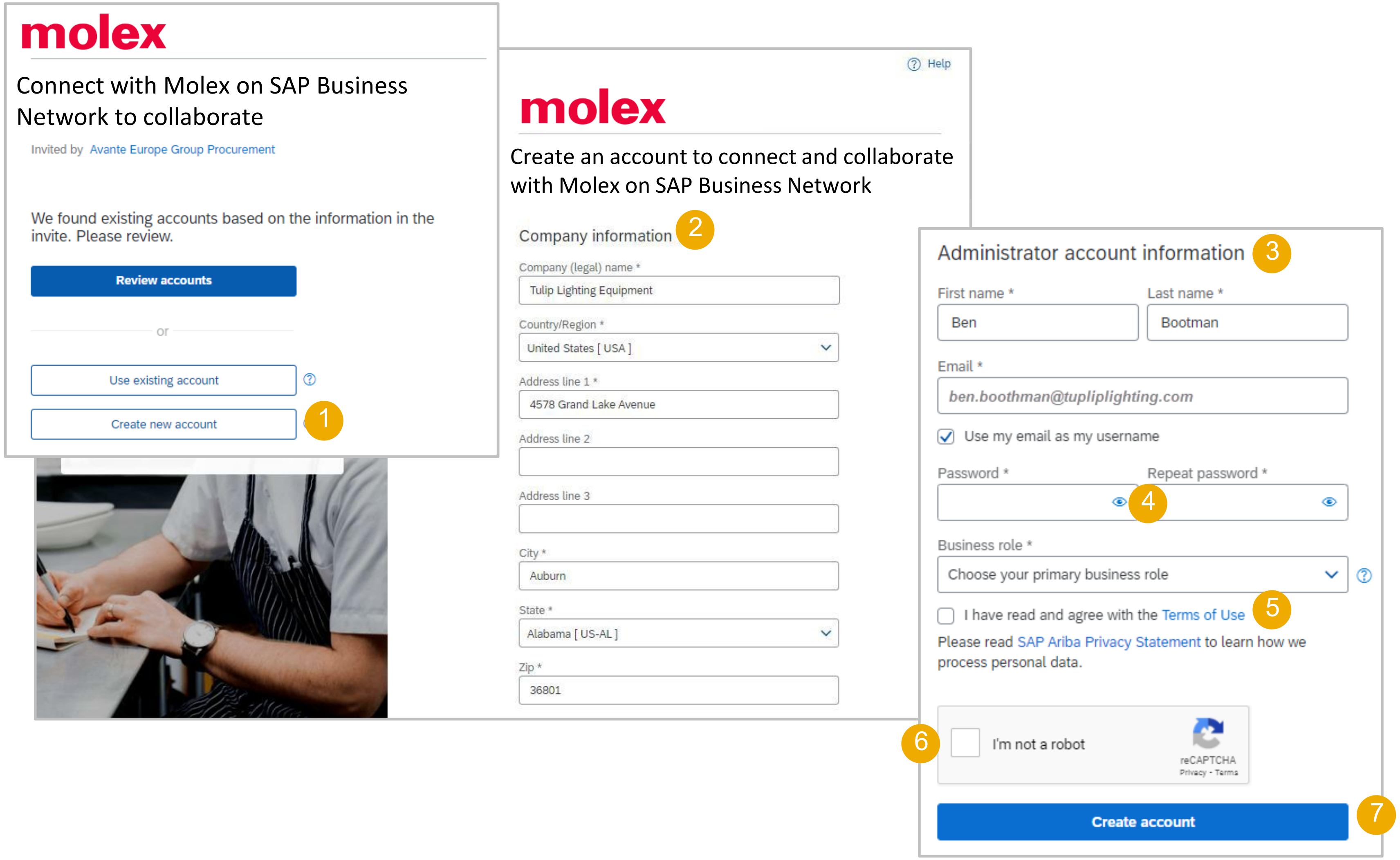
3. Confirm or update the **Administrator account information**

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**



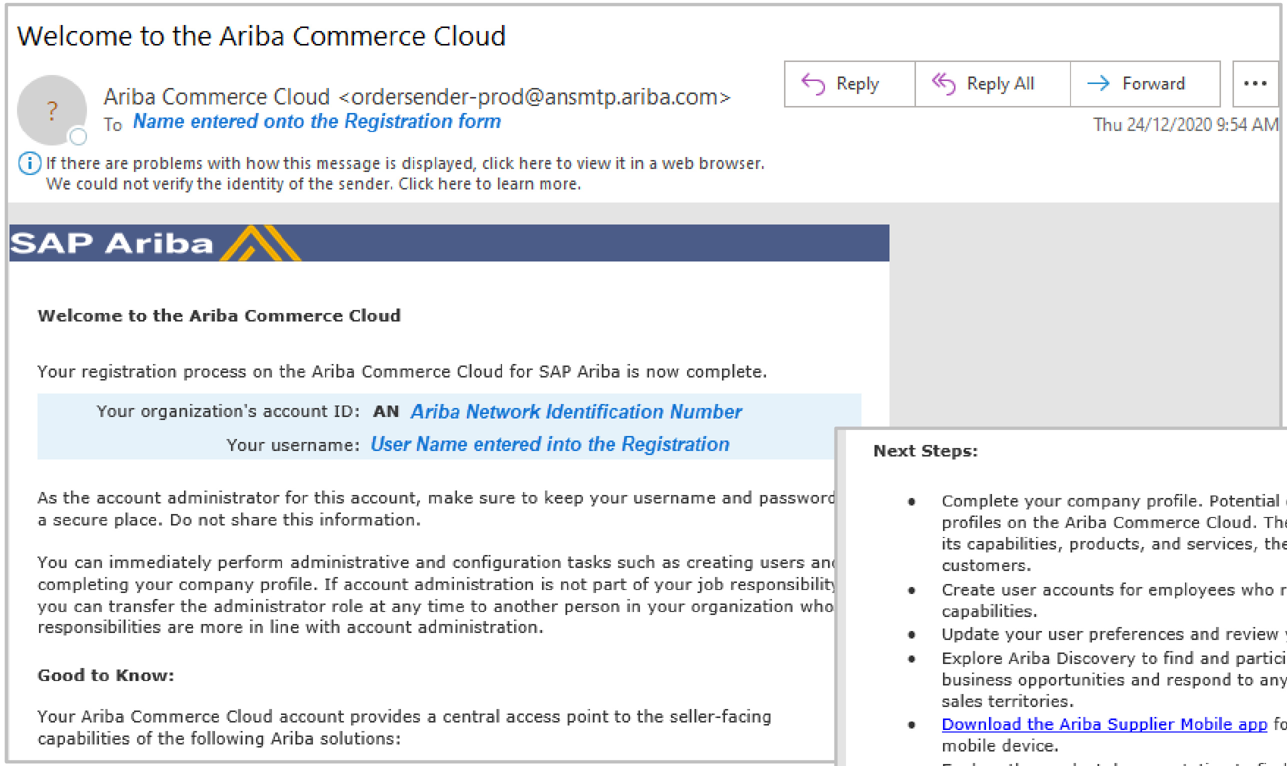
Email Confirmation of Account

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*

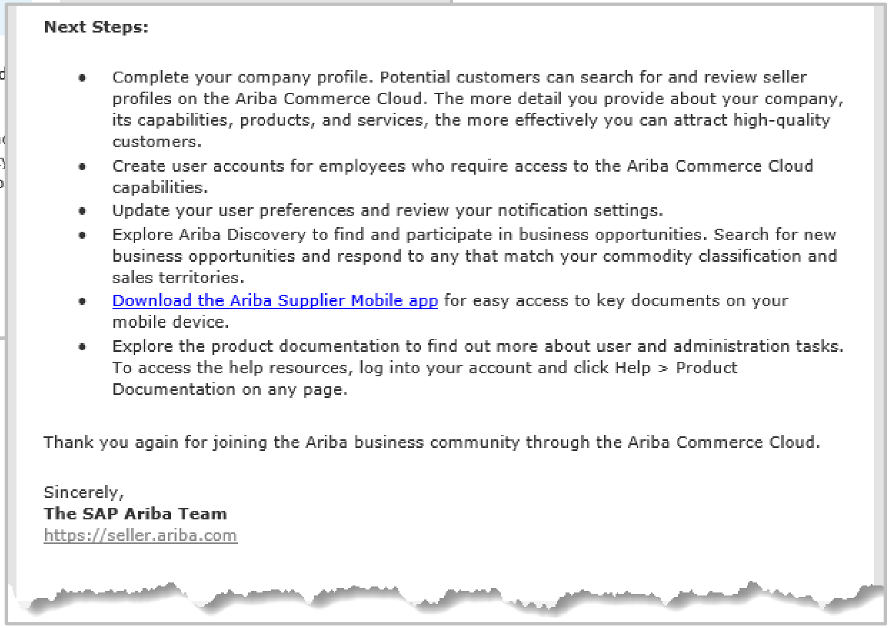
Your username: *User Name entered into the Registration*

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

INITIAL ACCOUNT CONFIGURATION

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

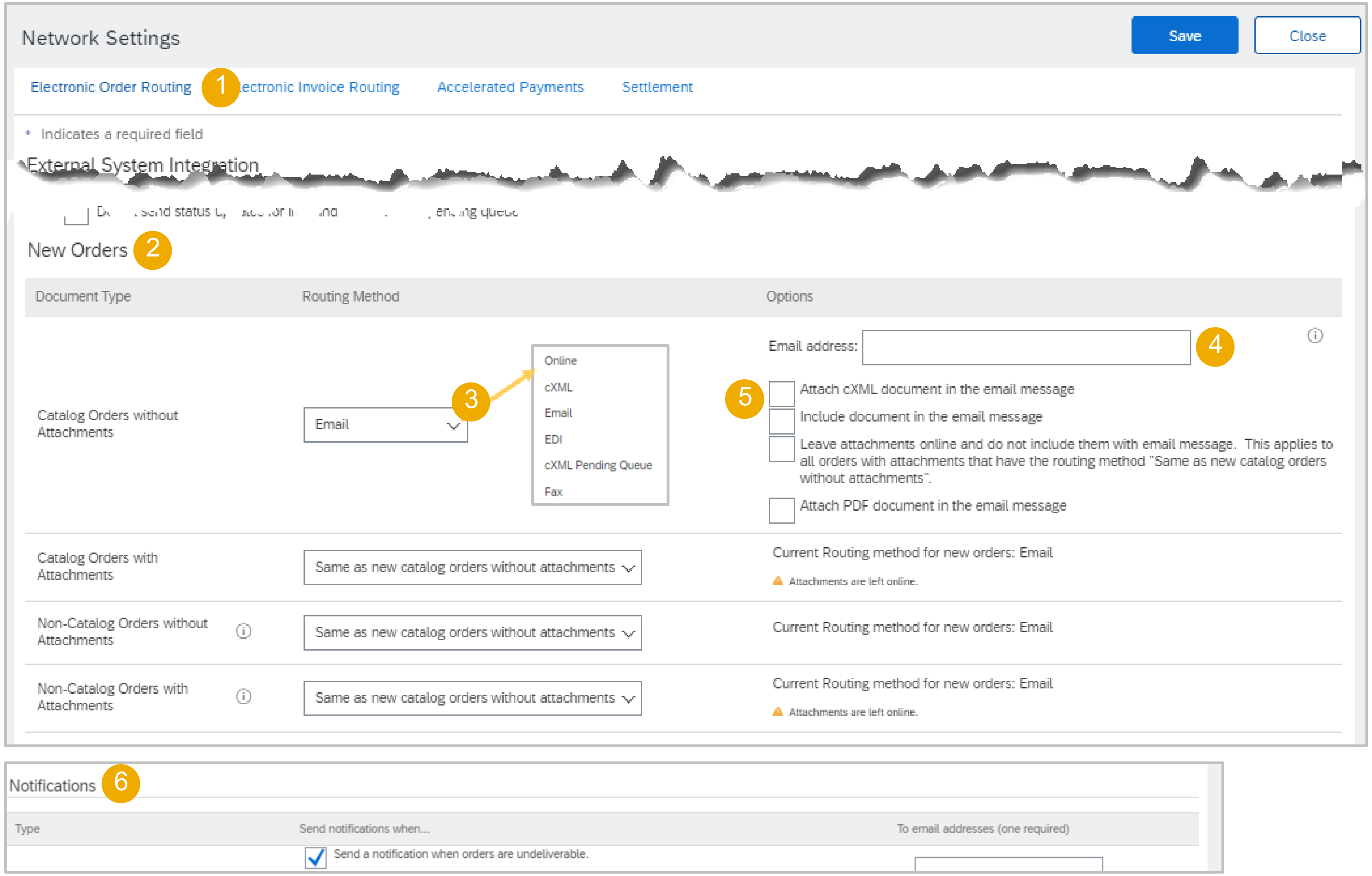
- Where a Supplier is transacting with multiple Buyers on the Ariba Network, separate routing for each different Buyers cannot occur

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…**

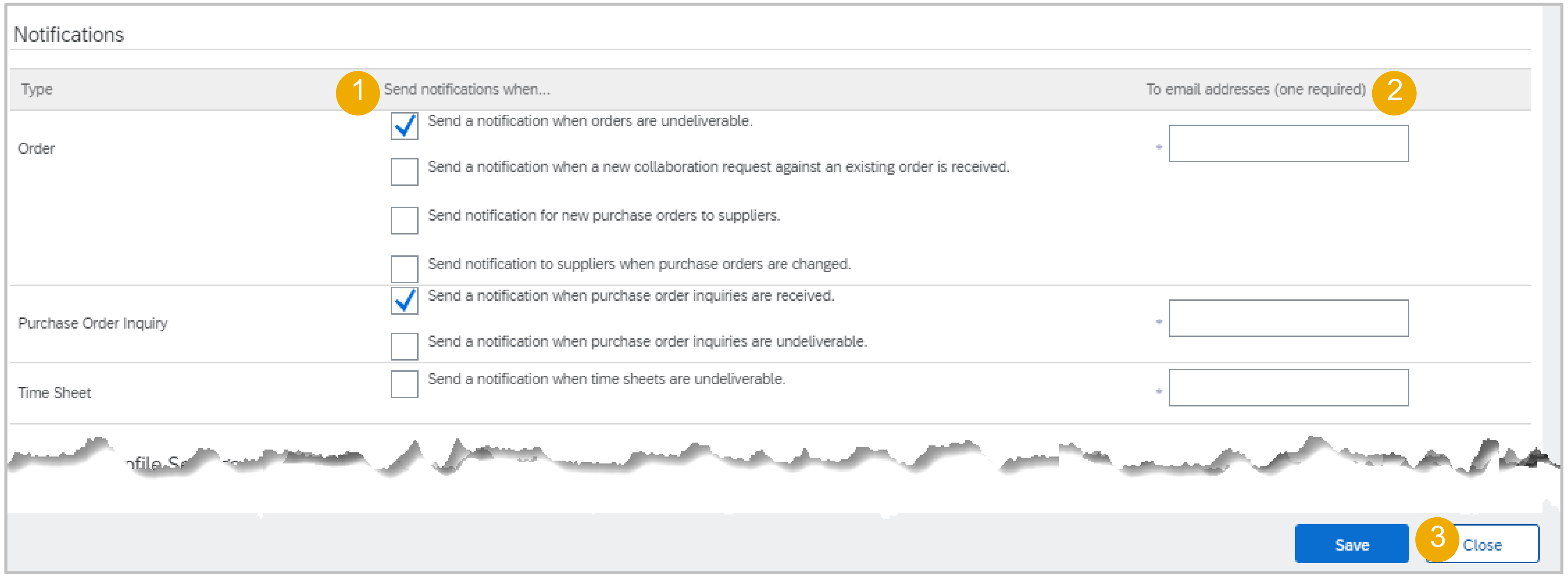
At lease one email address must be in the To email addresses and the System Administrator email may already be displayed

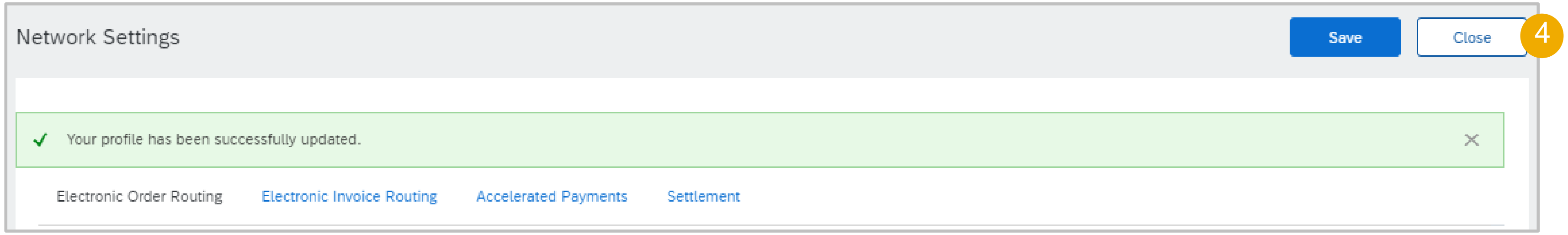
1. Select the required **Send notifications when…,** putting a tick in the associated box activates the selection
2. Confirm or enter the **To email addresses** applicable email address
3. Click on **Save**

- 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

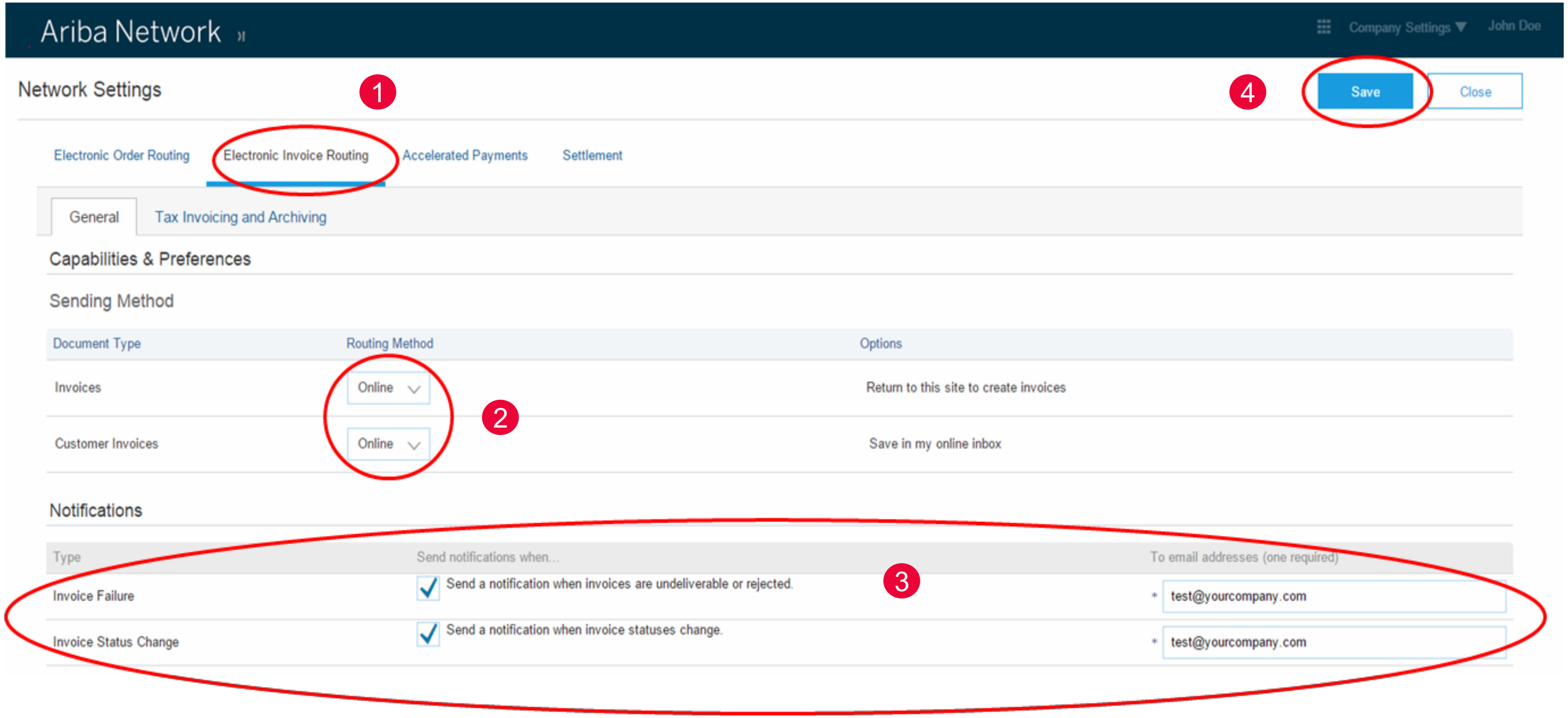
   - Even if none of the selections are chosen there must be an email address in the fields with an asterisks





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

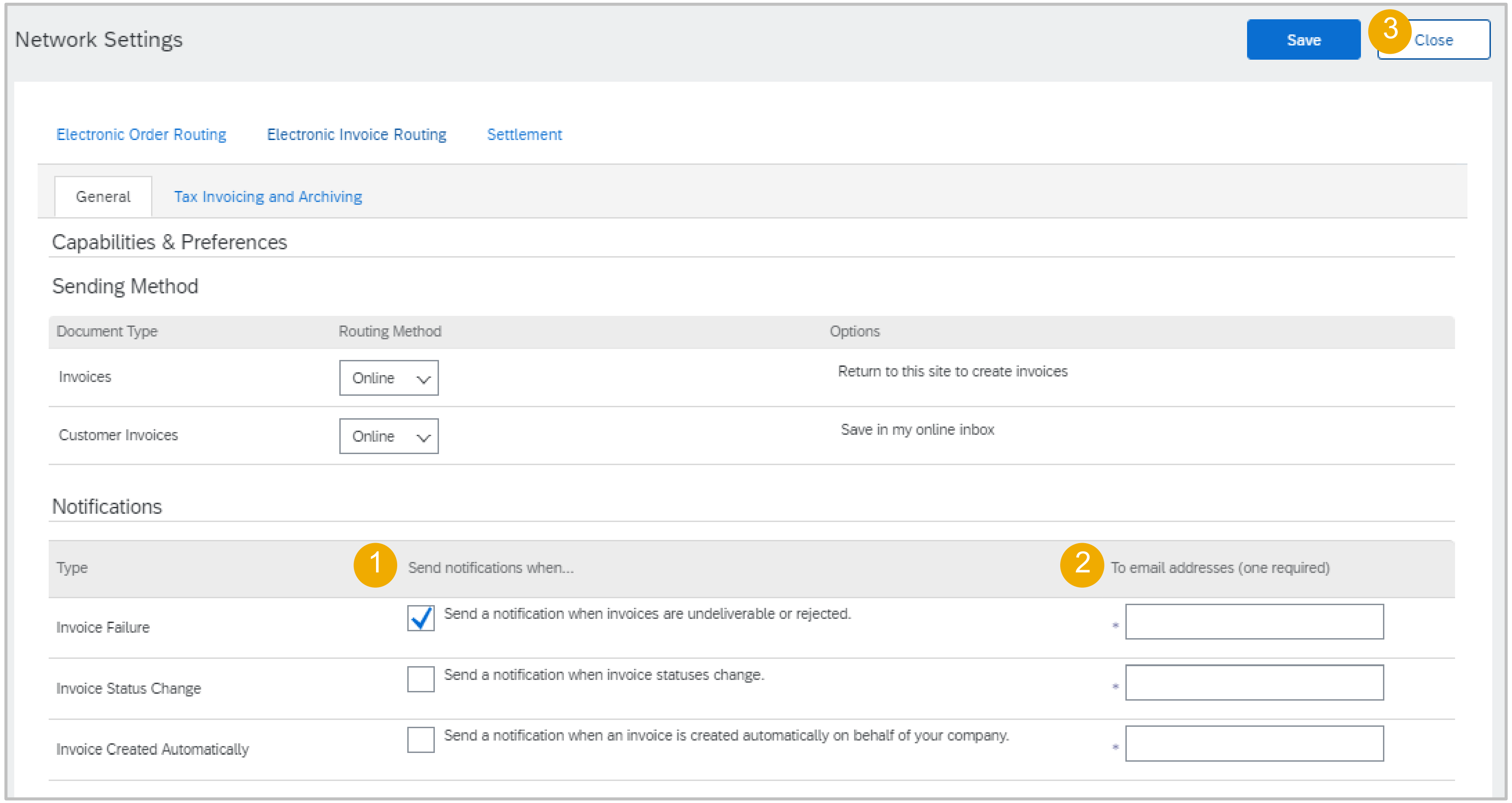
The Electronic Invoice Routing activity is required only for Notifications

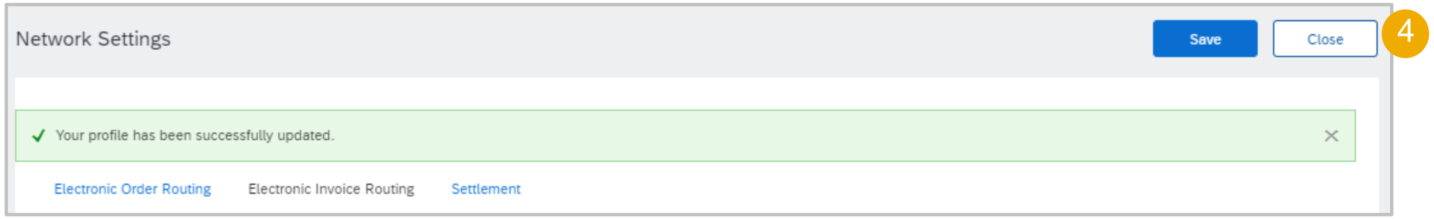
- Do not change the Routing Method for Invoices and Customer Invoices unless advised to do so from an SAP Business Representative

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

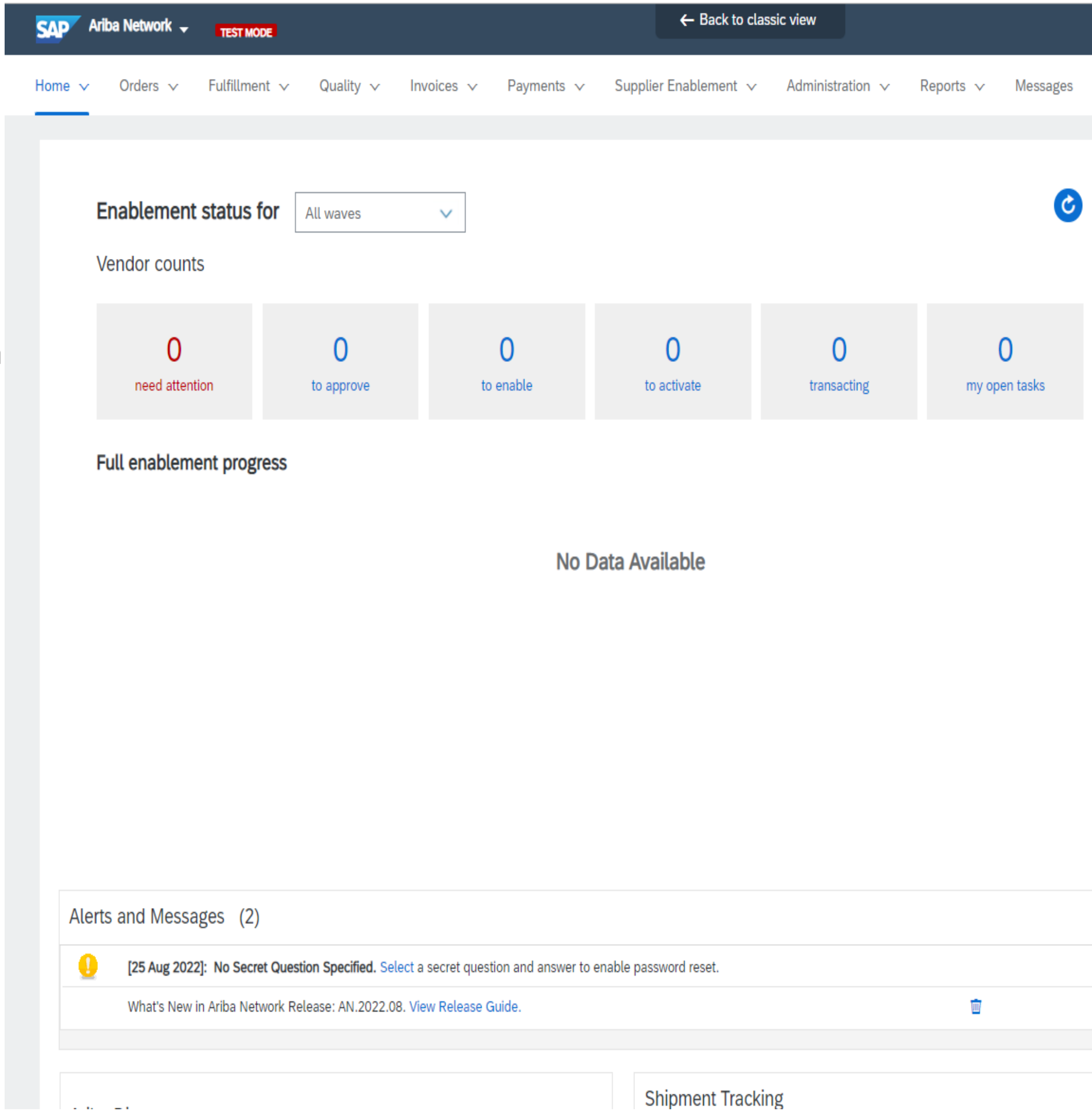
4. Click on **Close** to exit or select the next tab required
   - Even if none of the selections are chosen there must be an email address in the fields with an asterisks





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

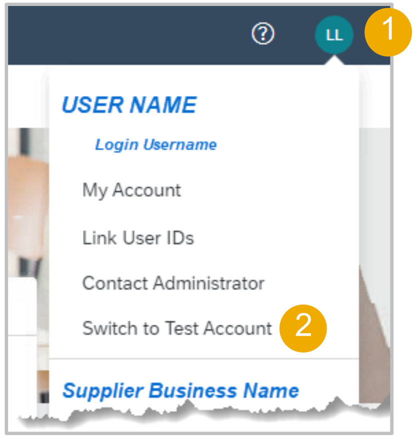
The System Administrator is the only User with the Option to Switch to the Test Account

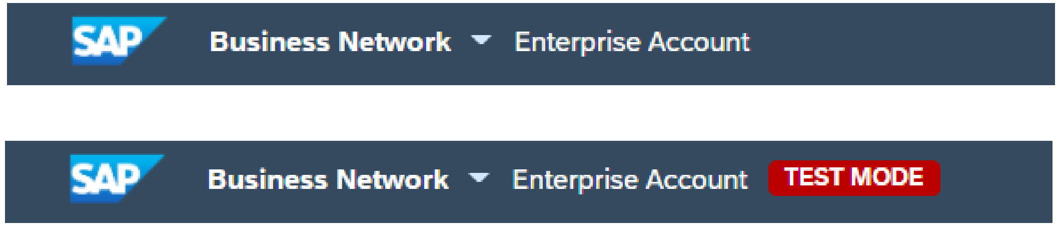
- The System Administrator will need to create Test Account User ID’s before users can access Test.

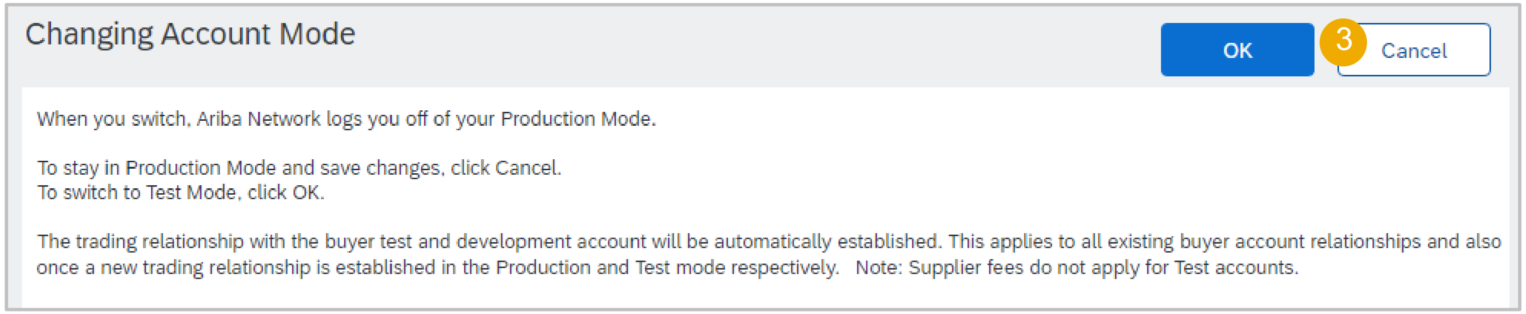
To Create a **Test Account**:

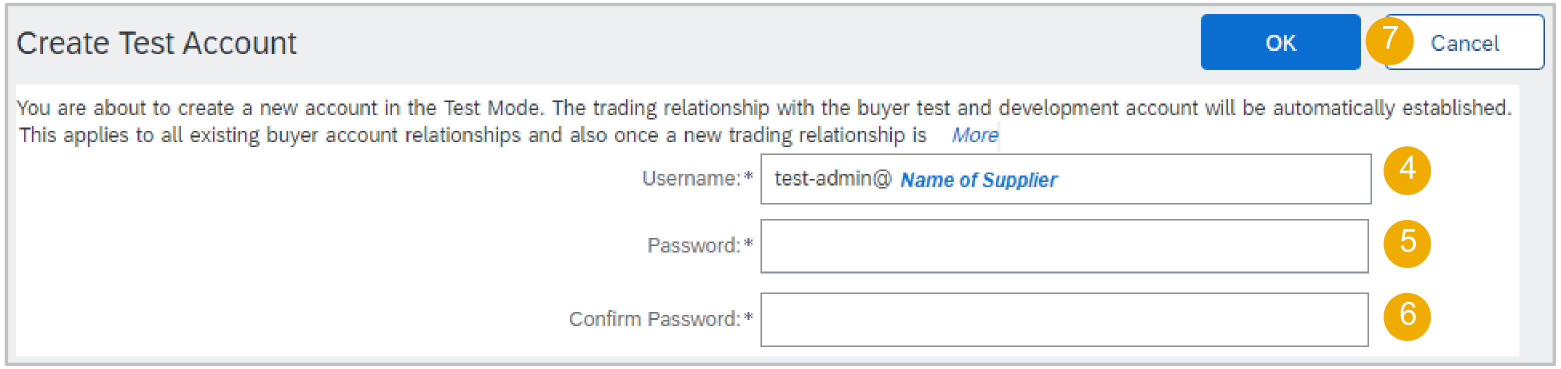
1. Click on your initials in top right corner
2. Select **Switch to Test Account**
3. Click **OK** when the Ariba Network displays a warning indicating You are about to switch to Test Mode.
   - **Note:** A Test Admin Username will be autogenerated, the System Administrator can either use this or create 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**

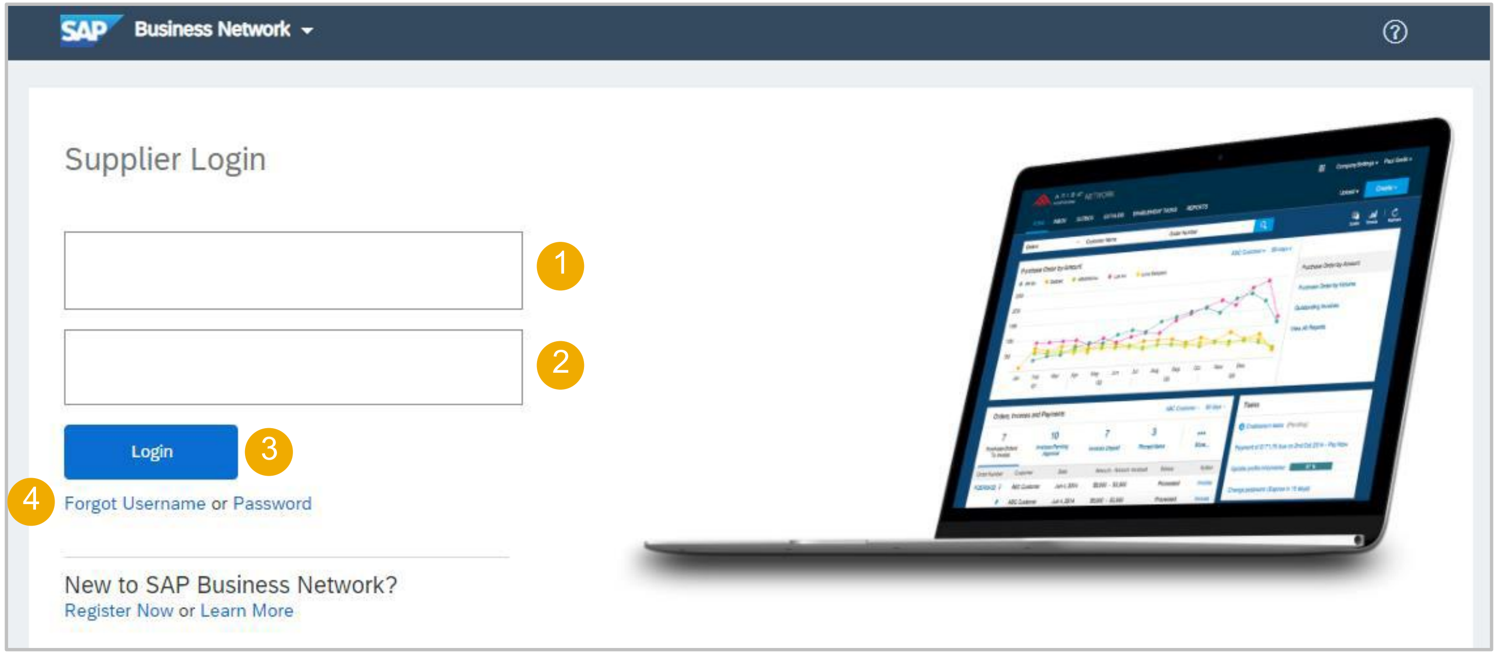
- Go to https:/supplier.ariba.com

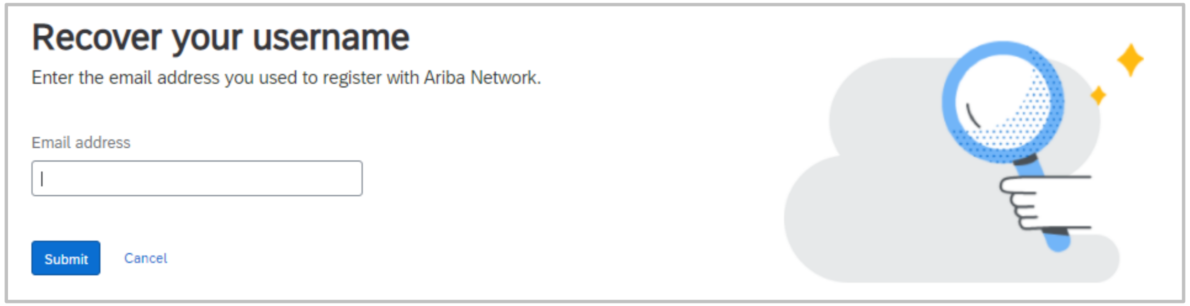
To Login:

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





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

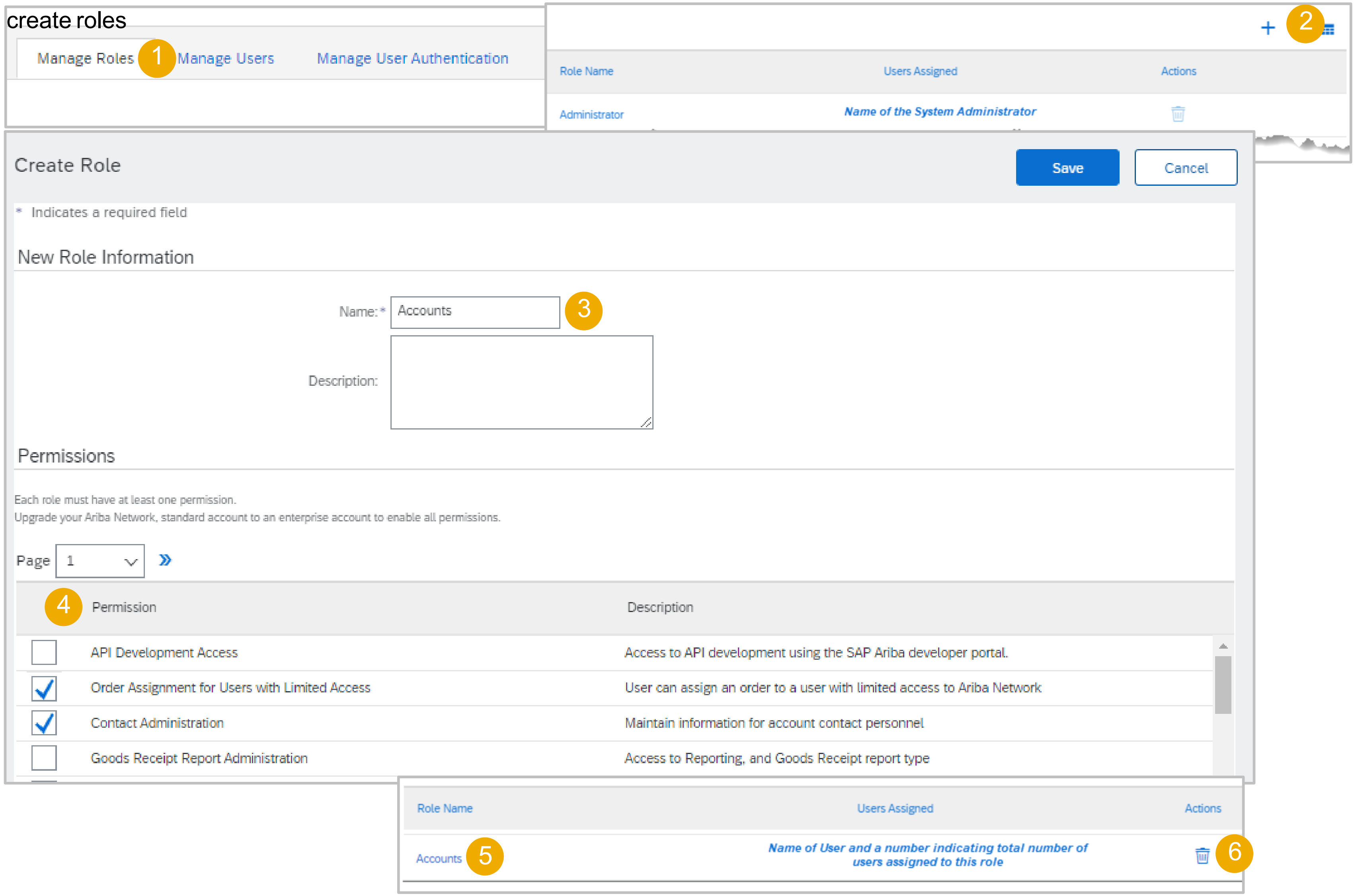
To Maintain a Role:

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

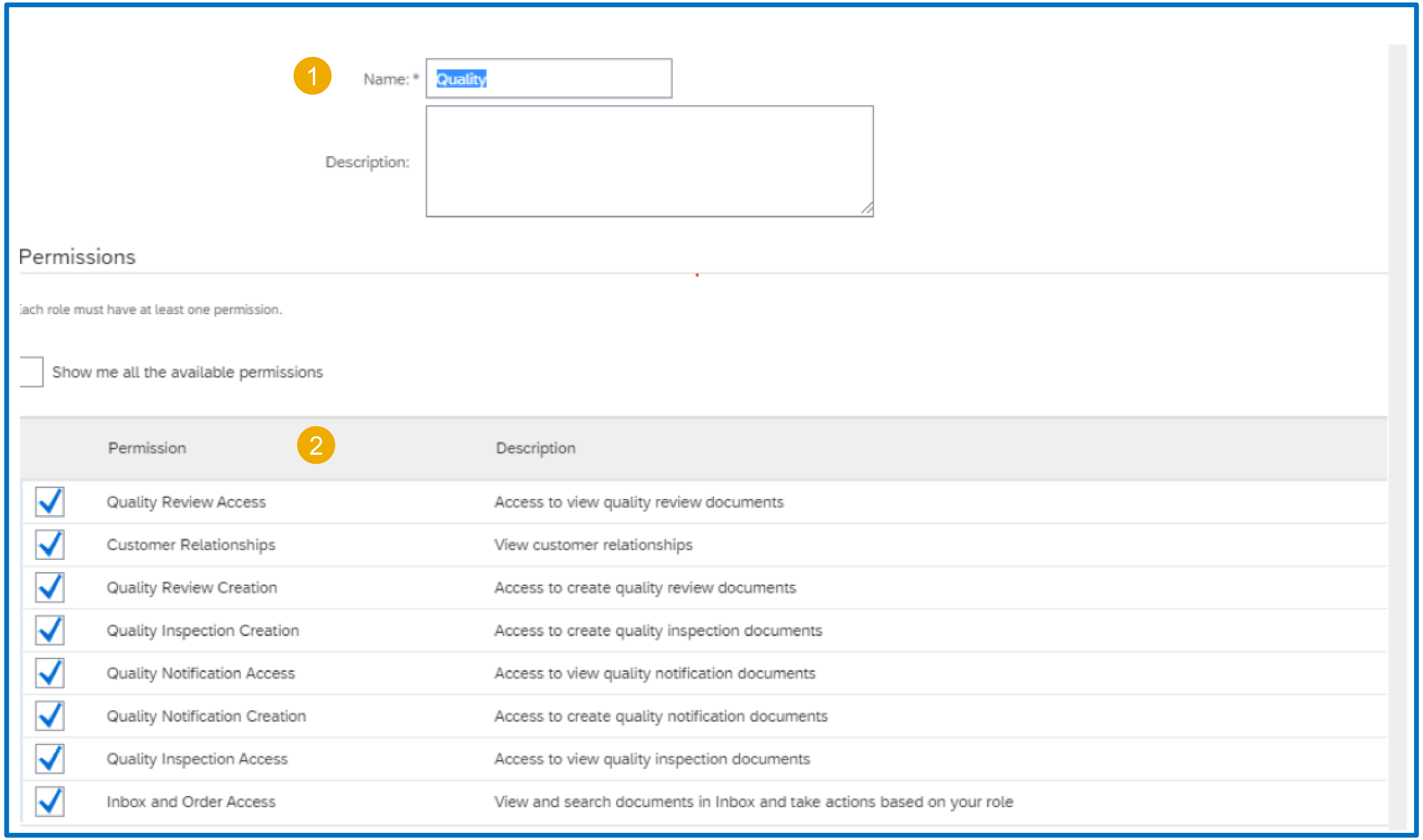
Each role must have at least one permission.

☐ 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

After Roles have been created or added as required, **Users** can be created

To Create a User:

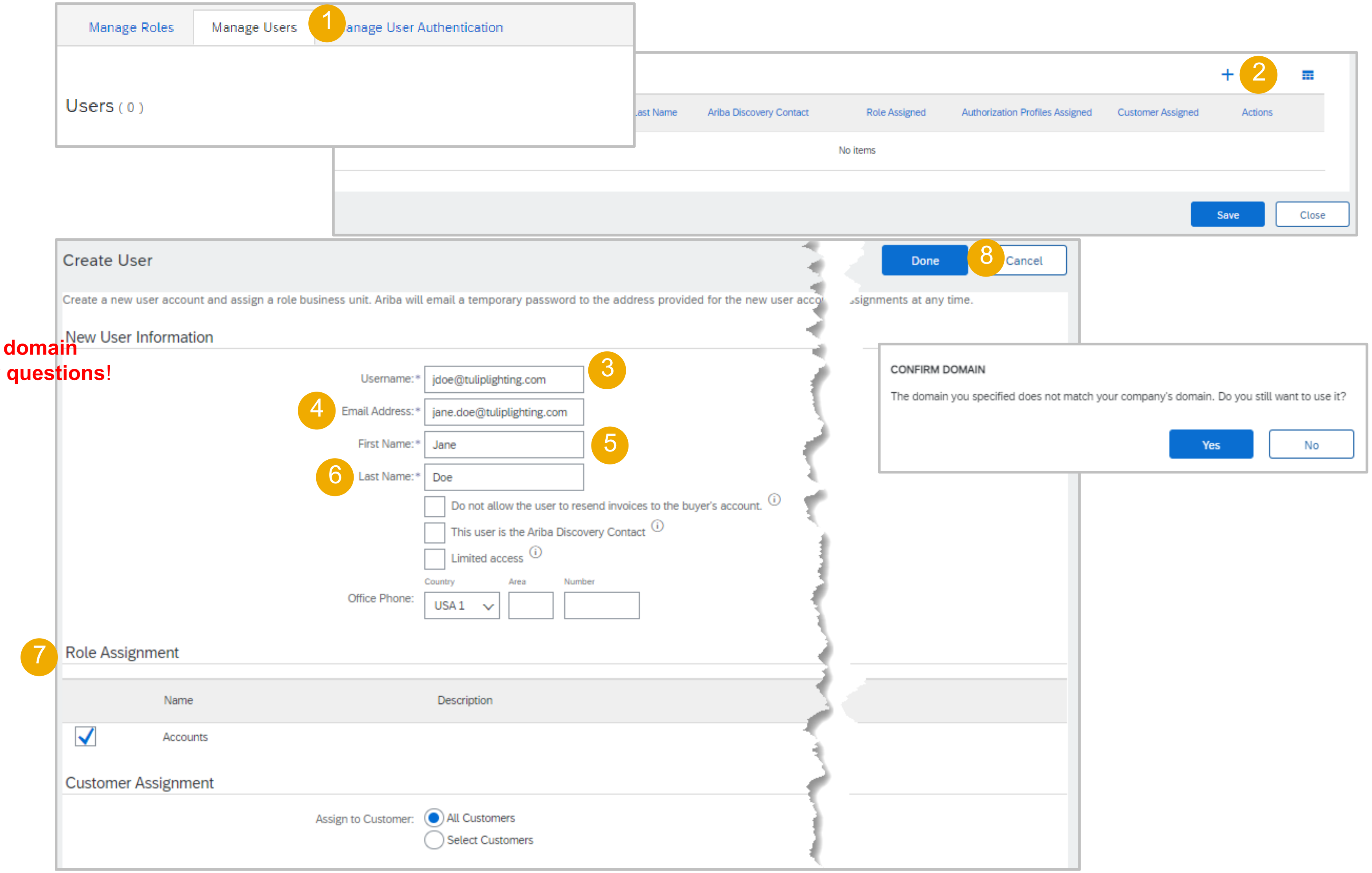
1. Click on the **Manage Users** tab
2. Click on the **+** button
3. Enter a **User name**

✞ **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

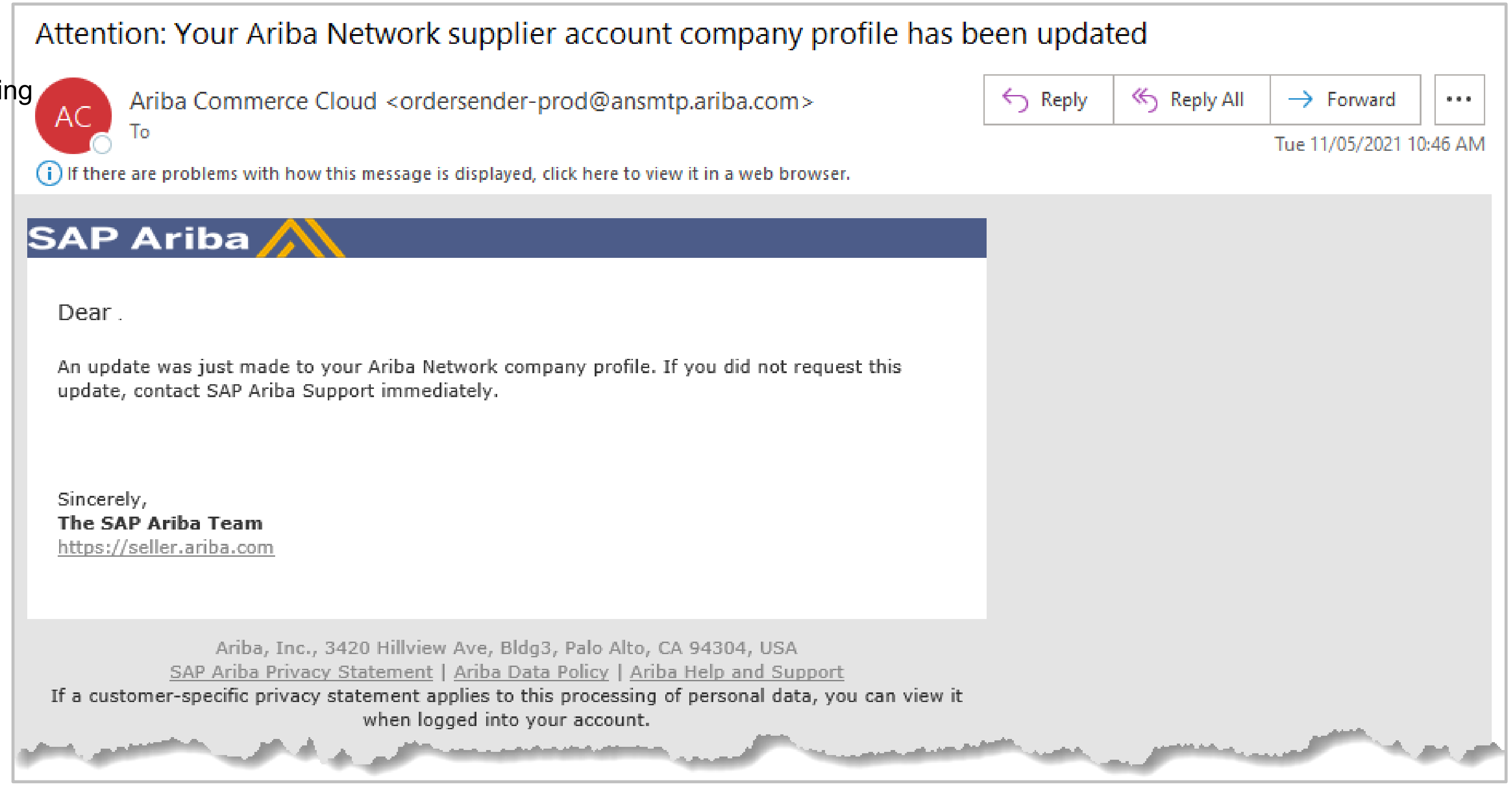


Account Configuration – Company Profile

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

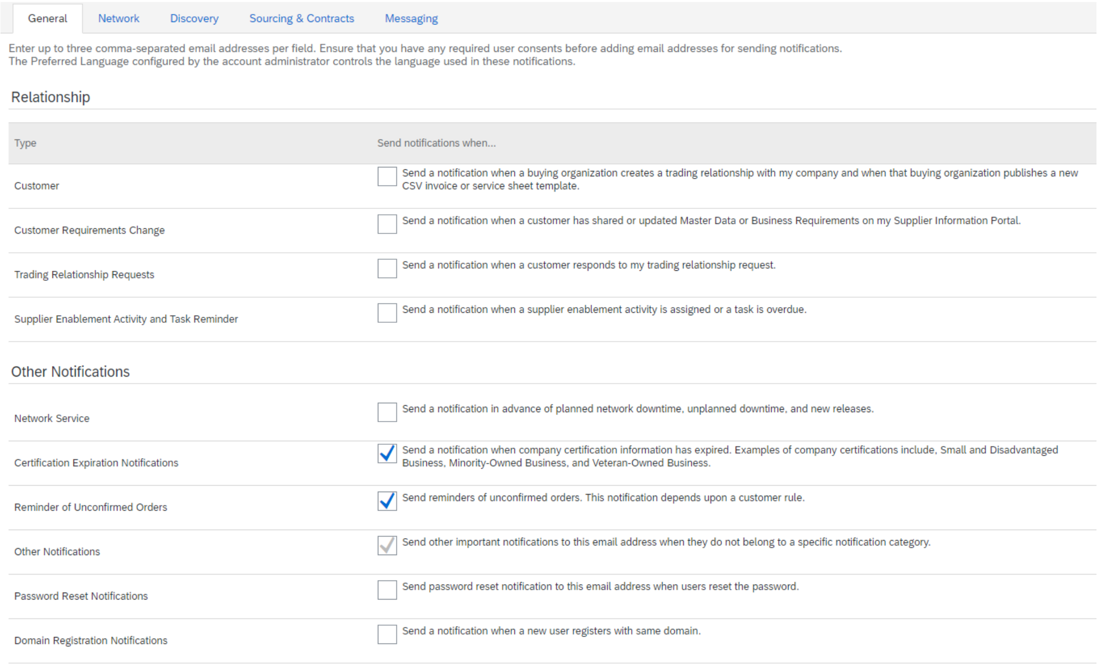
Ariba, Inc., 3420 Hillview Ave, Bldg3, Palo Alto, CA 94304, USA
SAP Ariba Privacy Statement | Ariba Data Policy | Ariba Help and Support
If a customer-specific privacy statement applies to this processing of personal data, you can view it when logged into your account.

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

molex

Thank you.

Contact information:

Molex Supplier Enablement Team
SCCollaboration@molex.com