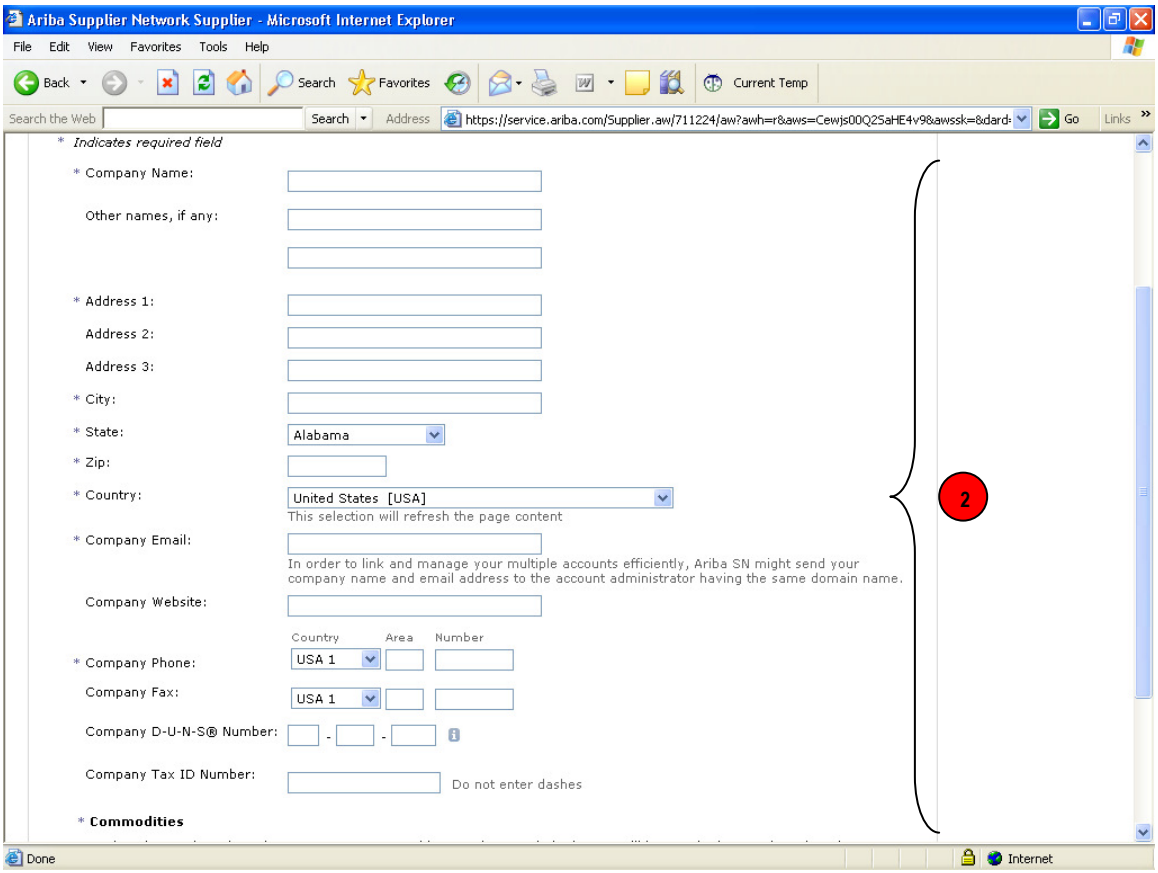
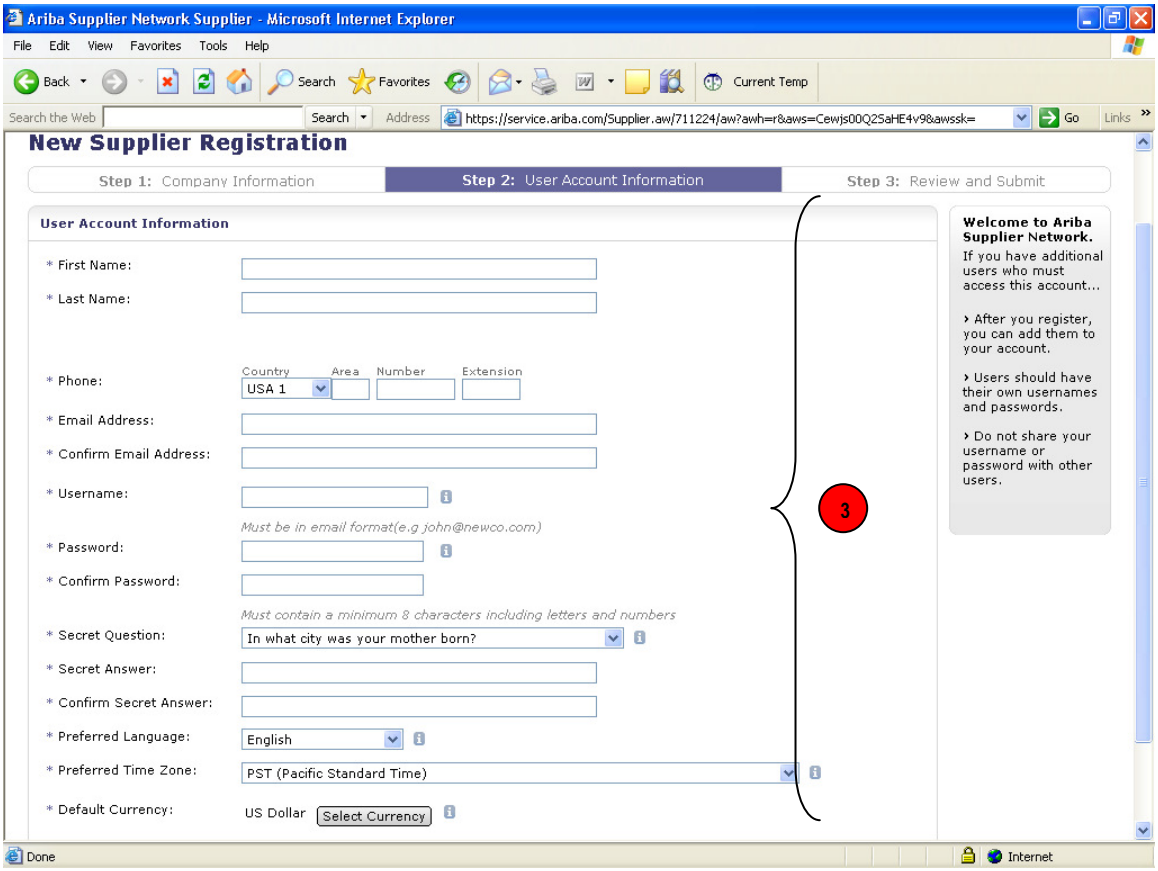
Ariba Supplier Network (ASN)
Supplier Registration Instructions

Access the Ariba Supplier Network via: https://service.ariba.com/Supplier.aw

1) Click on "Register as a New Supplier" link to begin a new registration

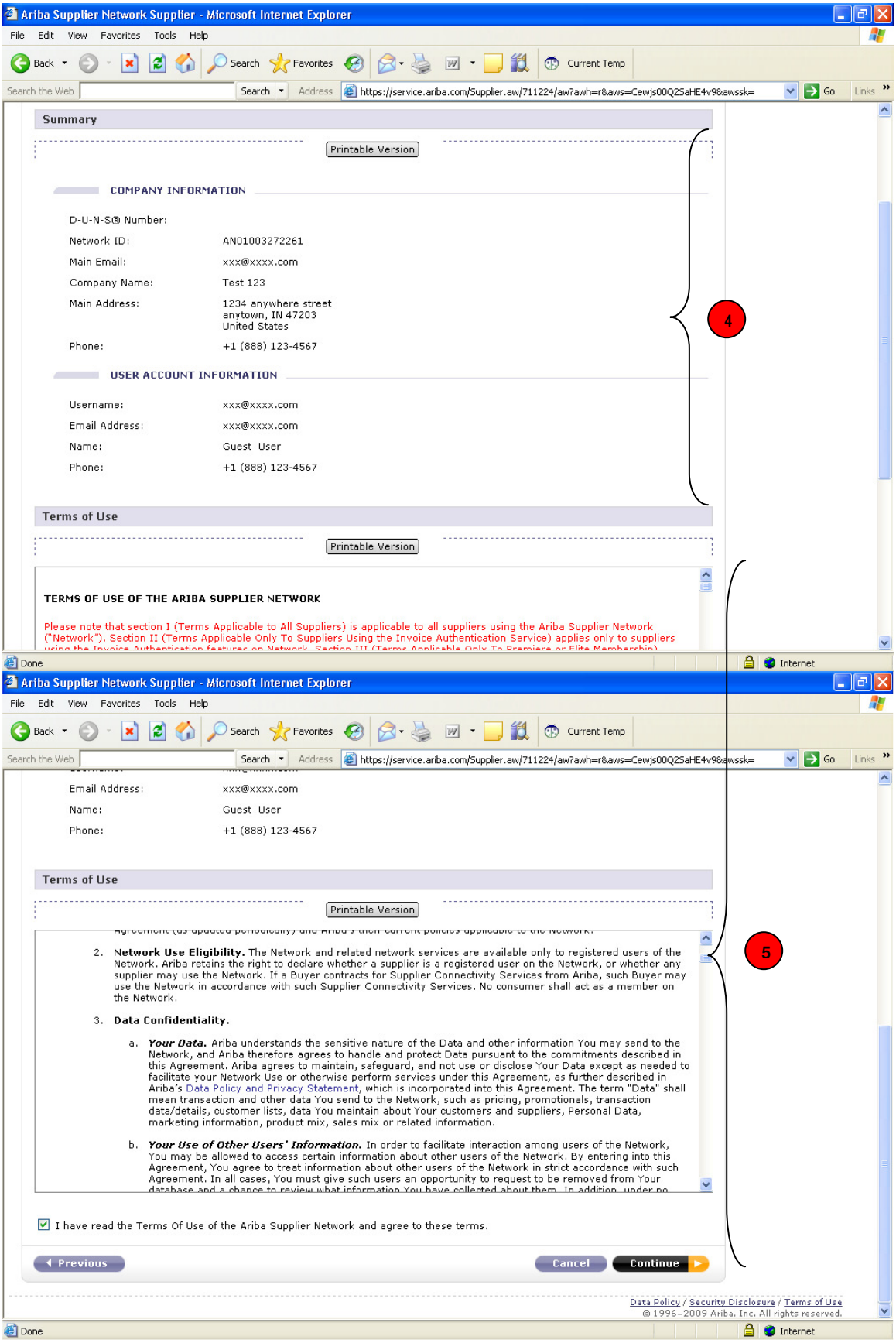


2) Company Information: Complete all required fields with your basic company and contact information; click Continue to advance to next page.



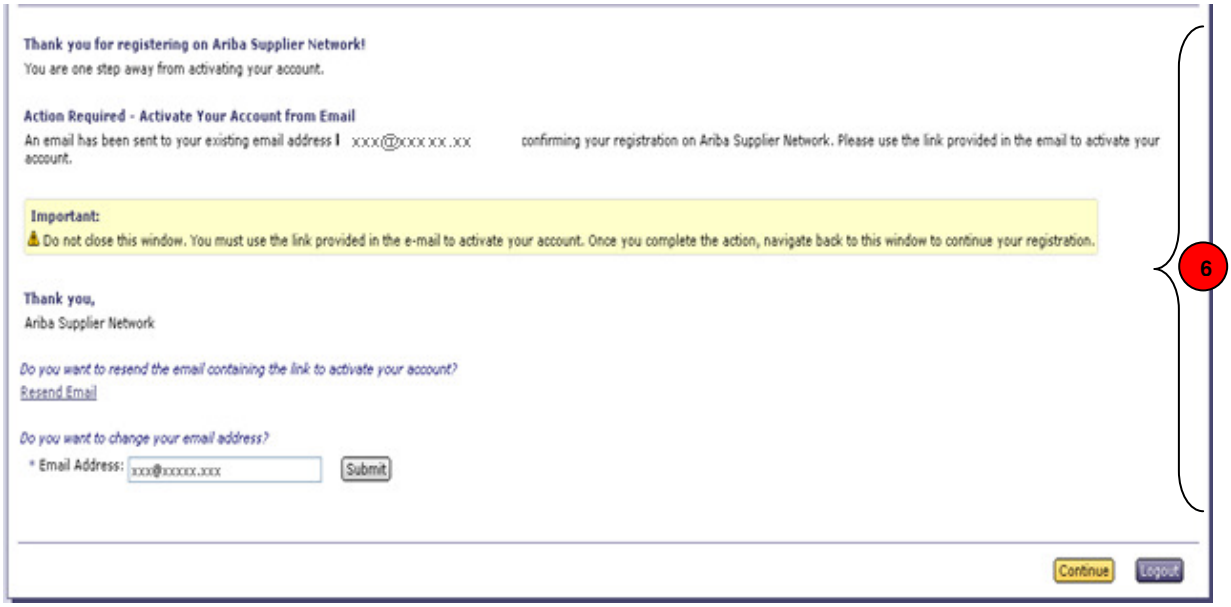
3) Administrator Information: Here you will enter the contact information, username, password and e-mail address for your ASN account administrator; click Continue to advance to next page

NOTE: During this initial set-up, the ASN may automatically populate your username field with your e-mail address WITH EXTRA random characters before it. If this occurs, delete the extra characters before your e-mail address so your username and e-mail address are identical – your username should be your e-mail address.



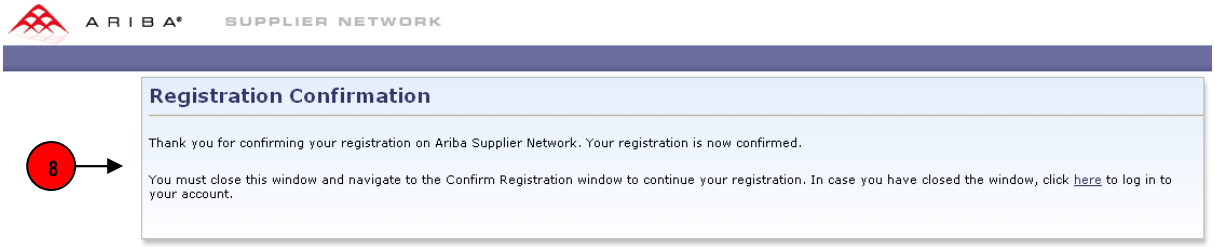
4) This view provides your account profile summary and the terms of use. Please print out the summary for future reference as it displays your Ariba Network Identification Number (ANID) and username information.

5) Review the terms of use; click the box stating you have read the terms and print for future reference; click Continue to advance to next page.



6) The system will prompt you to access your email account in order to activate your ASN account

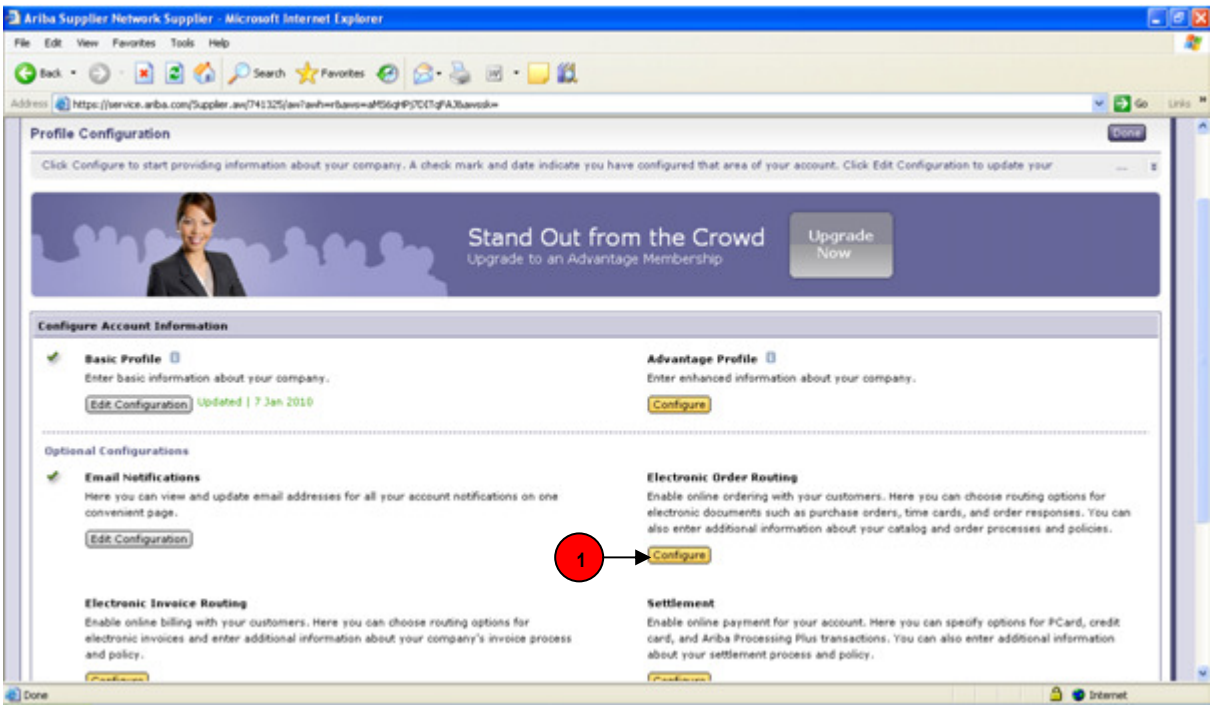
7) Click the link as instructed in your email; return to the ASN activation notification (#6 above); click Continue to advance to next page



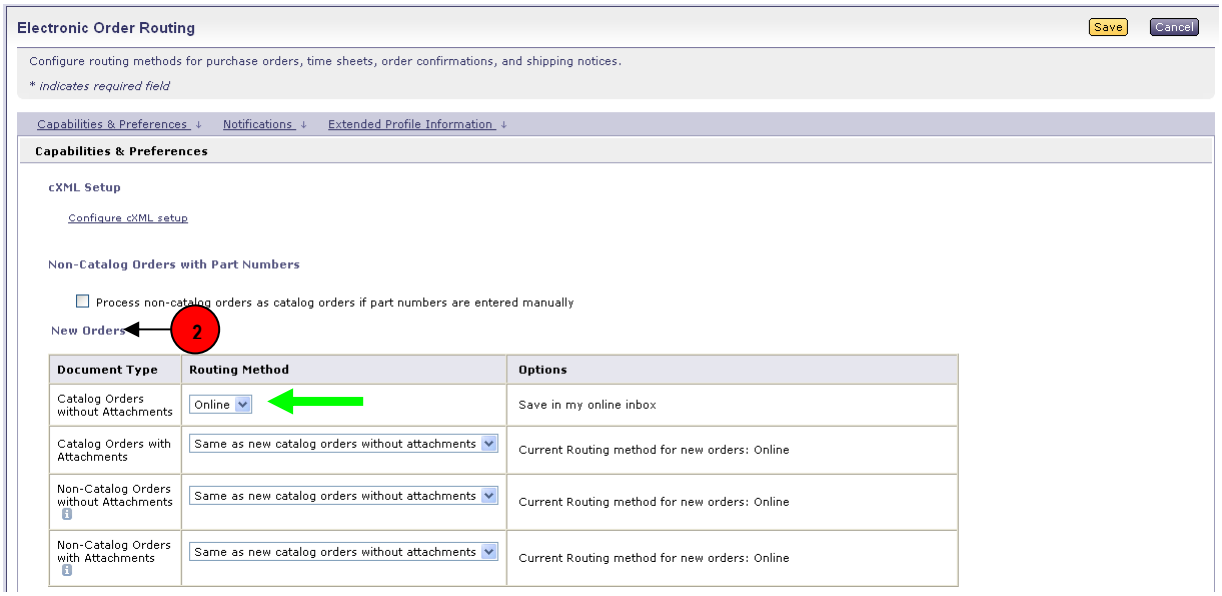
8) ASN will confirm your registration and advise you to continue with your registration

Ariba Supplier Network (ASN)
Account Configuration Instructions

In order for your account to properly transact, you **must** configure your new ASN account; therefore, this portion of the registration is **required**.



1) Electronic Order Routing: Click Configure to register this section of your ASN account



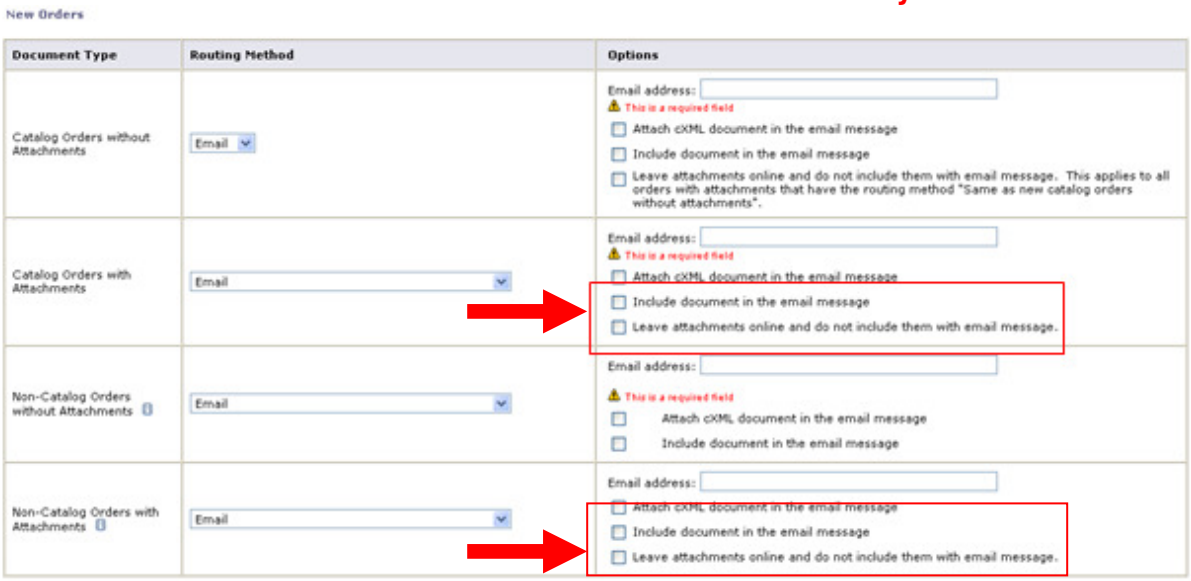
2) New Orders: You must determine the electronic method in which you want to receive new purchase orders via the ASN.

You may select Online, cXML, Email, EDI or Fax as the method in which you will receive purchase orders (see **GREEN** arrow).

NOTE: If you wish to receive Catalog Orders with Attachments, Non-Catalog Orders without Attachments and Non-Catalog Orders with Attachments in the same method as New Orders, please do not configure as "Same as new…". If you selected Email for new Catalog Orders without Attachments, you should select Email for remaining document types.

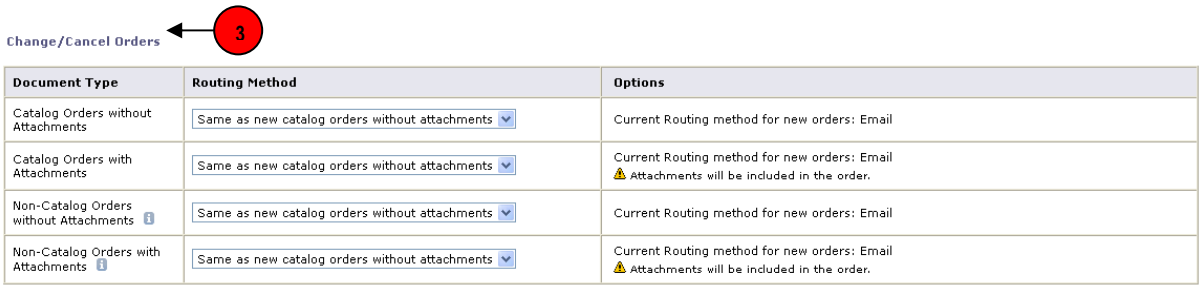
NOTE: For Email and Fax, if you fail to select the "Include Document in the Message" or "Include the full PO in the fax" within the "Options" section (see **BLUE** arrow), you will NOT receive the entire PO via the selected method. You will instead receive a notification of a new PO via the selected method. You would then have to log into your ASN account to retrieve the PO. If you select Email or Fax as the routing method, **THIS PORTION OF THE REGISTRATION MUST BE COMPLETED.**

Attachments: 100% of Cummins POs will be transmitted to you with an attachment.

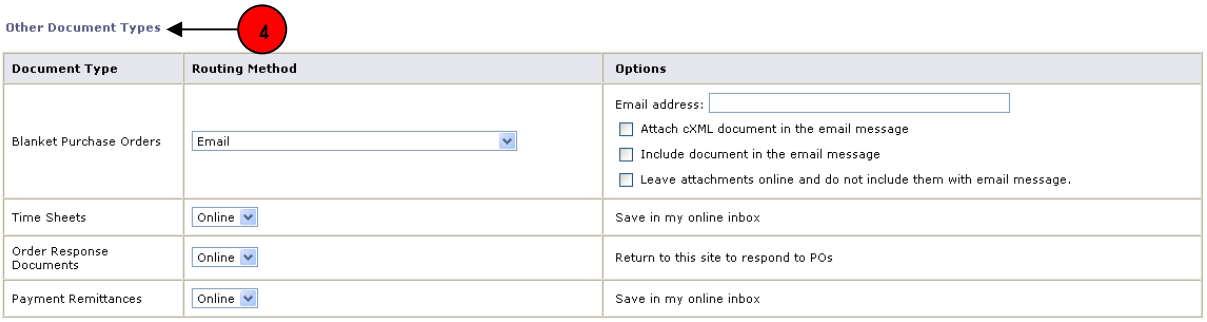


Select the routing method in which you would like to receive attachments. For cXML or Email, **THIS PORTION OF THE REGISTRATION MUST BE COMPLETED**.

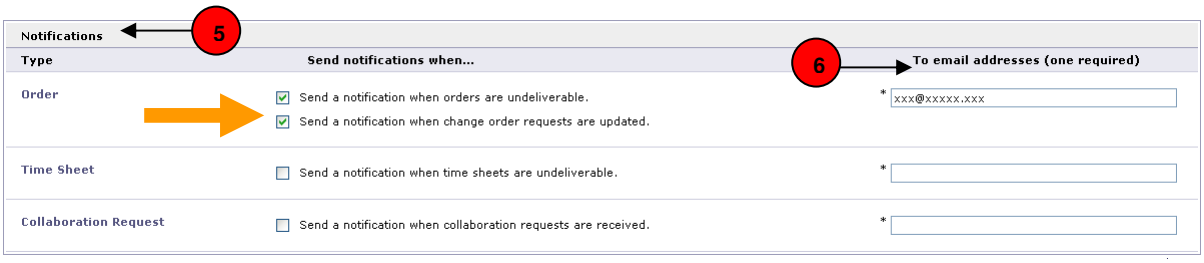
NOTE: If you select Email as the method you would like to receive attachments, you may choose in the to receive the attachment in the Email document OR leave your attachments online in your ASN account (see **RED** arrow).



3) Change/Cancel Orders: Refer to Step 2 above to configure the "Change/Cancel Orders" section. **THIS PORTION OF THE REGISTRATION MUST BE COMPLETED.**

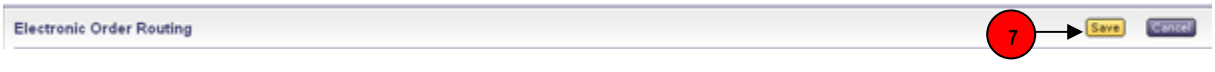


4) Other Document Types: Refer to Step 2 above to configure the "Other Document Types" section. **ONLY THE BLANKET PURCHASE ORDERS TYPE MUST BE COMPLETED.**



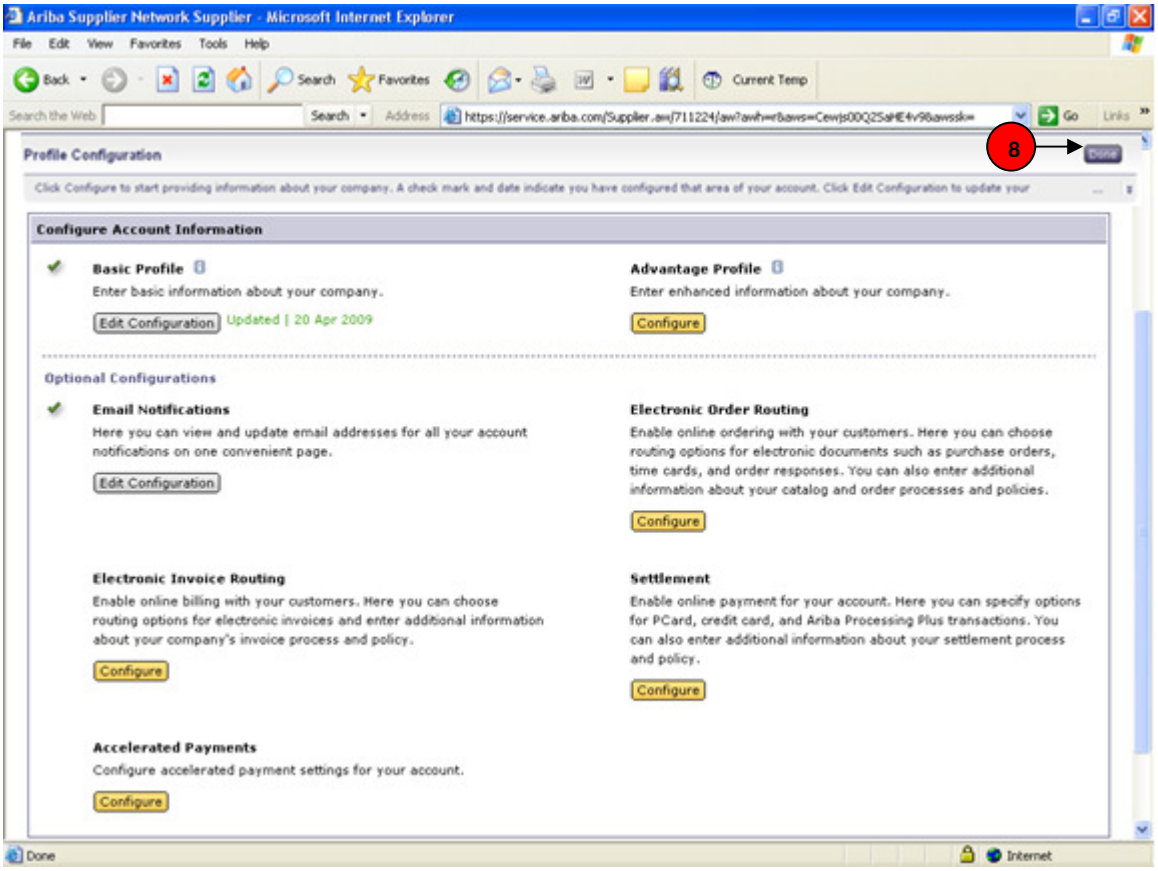
5) Notifications: ONLY THE ORDERS TYPE MUST BE COMPLETED. You must ensure both boxes are checked (see **ORANGE** arrow).

6) **To email addresses**: You can list up to three email addresses you wish to receive notifications. Each email address must be separated by a comma.



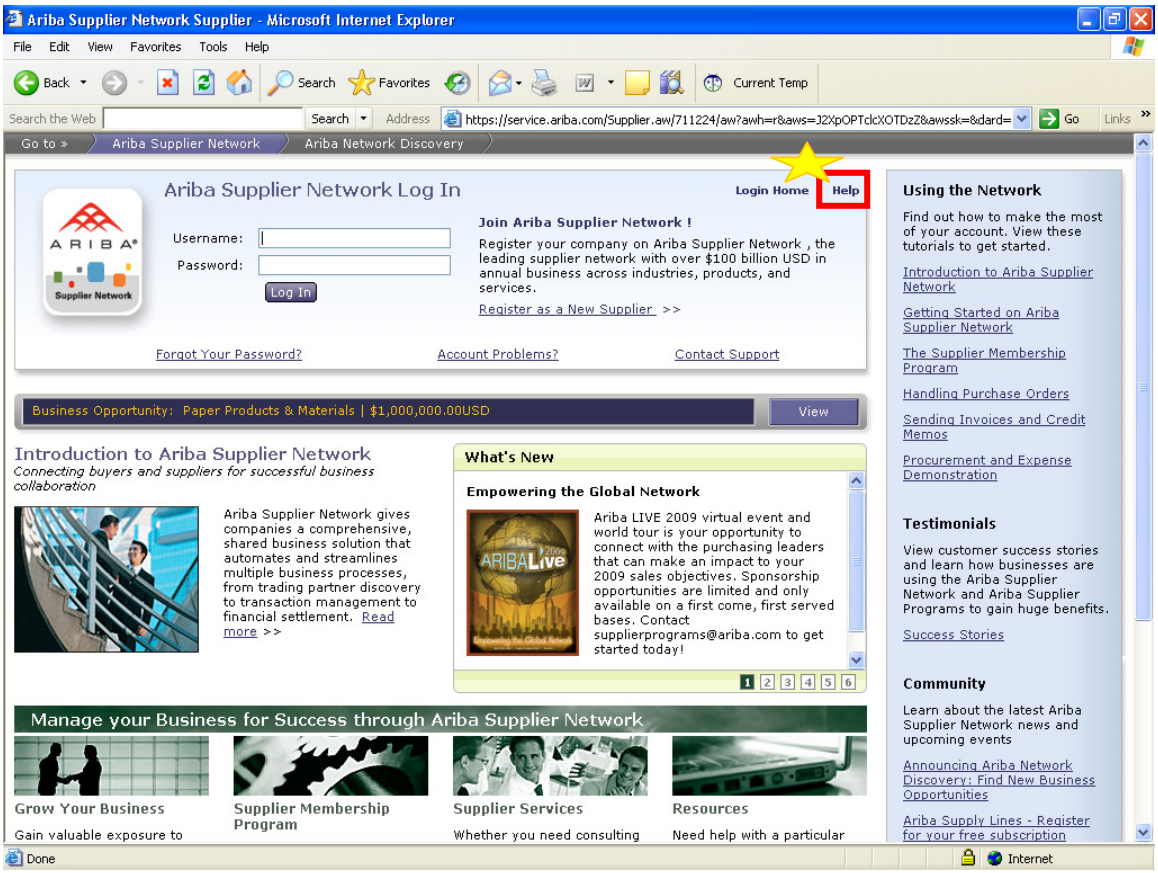
7) After populating/configuring these mandatory fields, click Save

NOTE: These instructions are a guide for the sections/fields in which Cummins Inc. requires a supplier to populate for electronic transactional purposes. You are free to populate any of the other fields in this section.



8) After clicking “Save” you will be returned to the “Configuration Dashboard”; click Done to save your changes to your profile.

Ariba Supplier Network (ASN)
Supplier Help Guide



NOTE: *At anytime during registration you may click on the "Help" link in the top right-hand corner. This will take you to the help sections of Ariba. Inside you will find a very helpful guides/tutorials you can download for your reference.*

Ariba Supplier Network (ASN)
Test Account Configuration

After a supplier has registered AND accepted a trading relationship with Cummins Inc. on the ASN, some will be required to create a TEST account. This is especially true for those suppliers Cummins Inc. will be establishing a catalog. Below are instructions to create and activate TEST accounts.

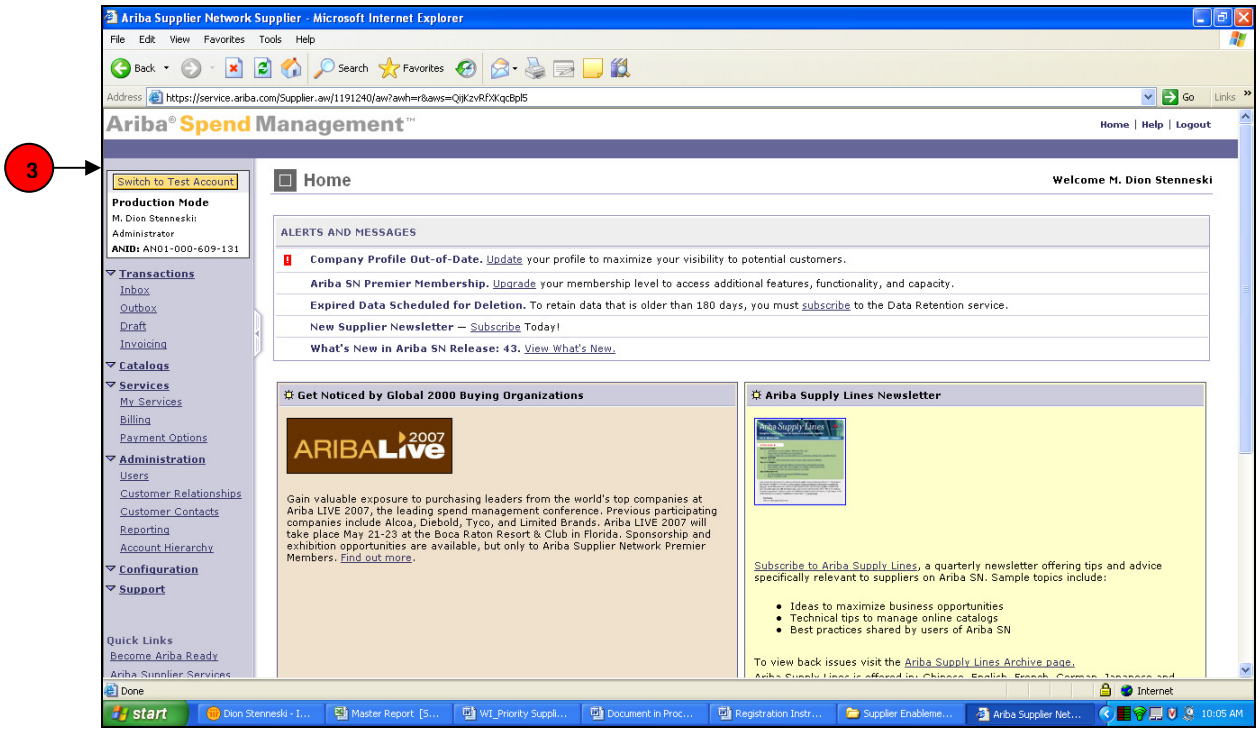
Switching to a Test Account

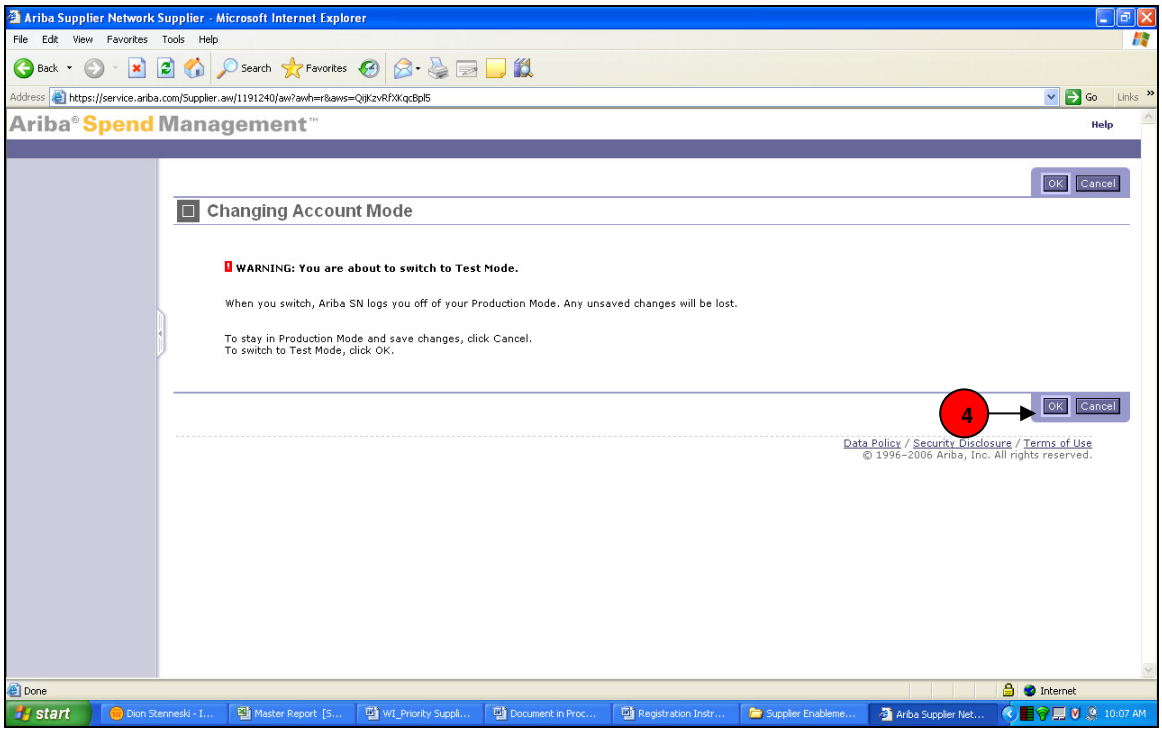
Organizations have only one test account and only the account administrator can create it. The ASN creates your organization's test account the first time you switch to it. Before you can create your test account, your production account must be fully enabled by a buying organization.

You can switch to your test account from your home page at any time. Alternatively, you can log directly into your test account by using your test account username and password. (**Note:** A test account can ONLY be accessed if a relationship has been established with the buyer (Cummins Inc.) in the production mode).

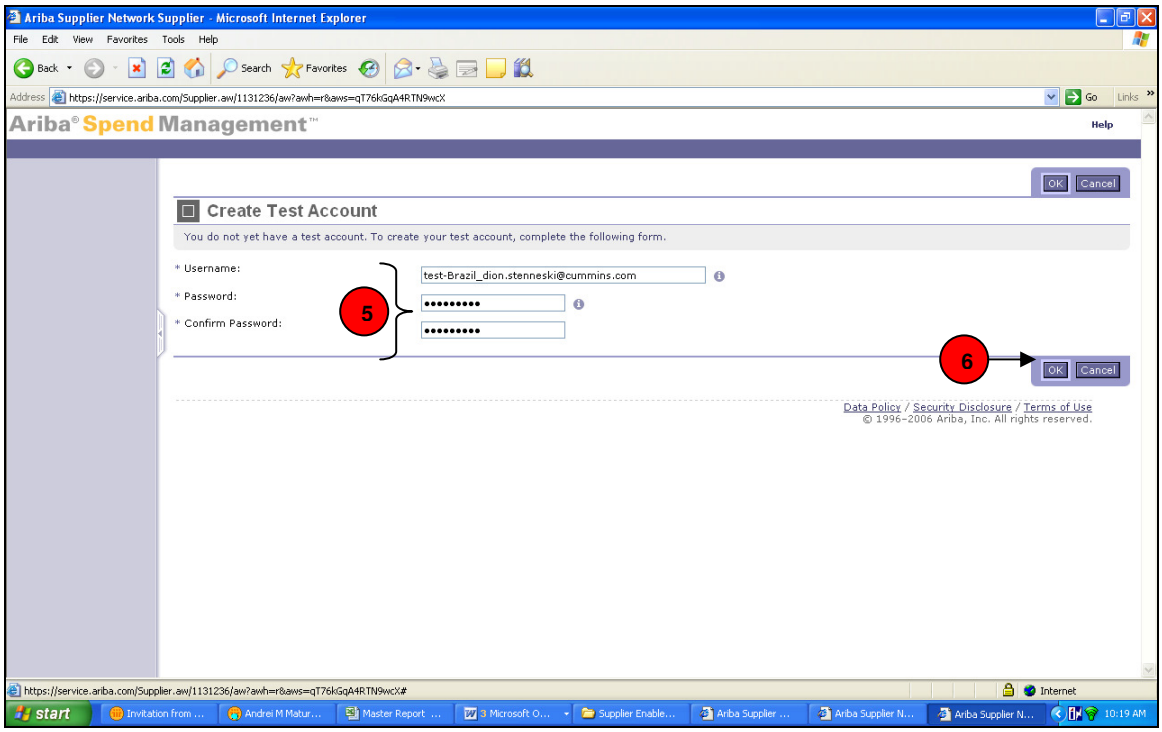
▼ To switch to your test account:

1. Log in to your regular (production) account on the ASN
2. Click **Home** to go to your home page
3. Click **Switch to Test Account**



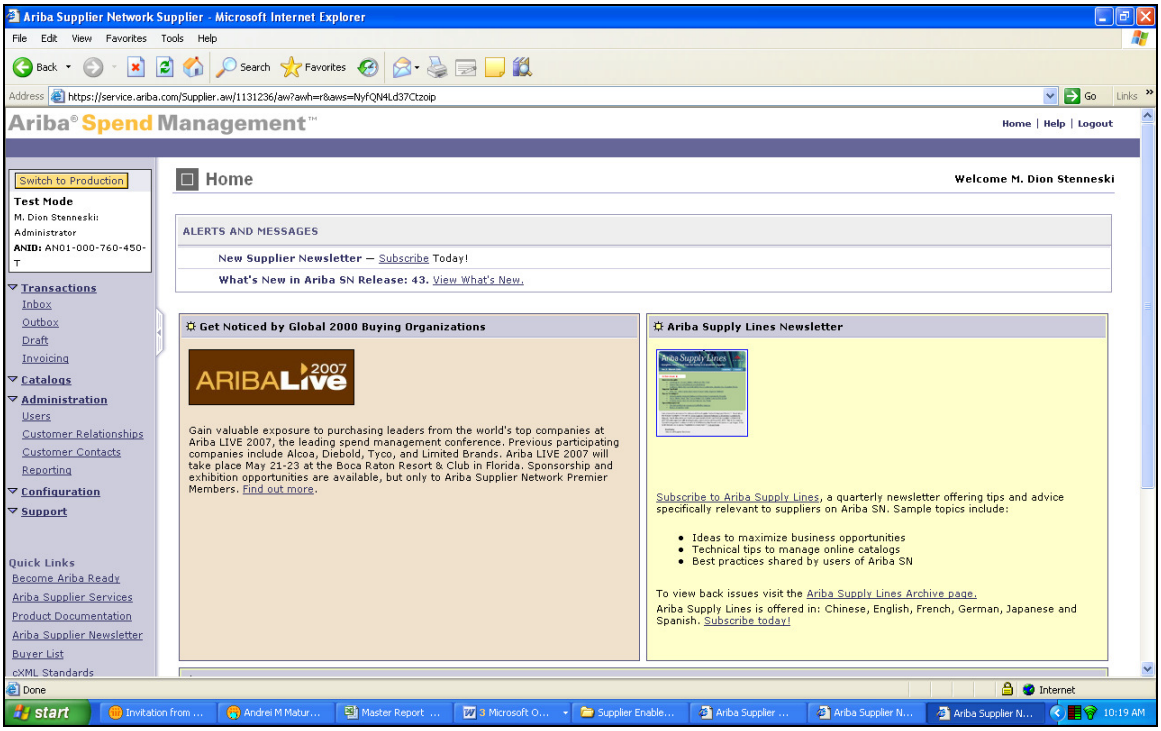


4. Click **OK** in the confirmation page



5. If you have **NOT** used your test account before, ASN prompts you for a new username and password.

6. Click OK; ASN logs you into your test account.



When you set up your test account, Ariba SN copies company profile information from your production account. The rest of your test account settings are set to their default state. You can change these settings at any time, and they do not affect your production account.

The following table lists the default notation used for test account username, company name, and organization ID (you can change any of these values, except organization ID):

Property	Notation	Example
Username	begins with "test-"	test-judy@workchairs.com
Company Name	ends with "- TEST"	Work Chairs, Inc. - TEST
Organization ID	ends with "-T"	D-U-N-S: 94-288-8710-T
		NetworkId: AN01000123-T

You can switch back to your production account by going to your Home page and clicking Switch to Production. However, you cannot switch to your production account if you logged directly into your test account.

Production orders can be sent only to a supplier's production account, not to their test account.

Upload your catalogs to your test account, unless test customers already have them. Catalogs in your test account are visible only to customers' test accounts, not to their production accounts. Switching between testing and production requires action only on the customer's side-they only need to modify Ariba Buyer settings.

For information about account modes, see the Getting Started with Ariba SN white paper.

To prevent test orders from being interpreted as real ones, you might want to configure your test account to use a different order routing method than your production account. For example, if you use fax order routing for production, you might want to use email order routing or online Inbox to test basic purchase order functionality. However, for the most realistic testing, use the same order routing method as you use for production, including an order receiving system if you have one. Warn order processing personnel not to fill orders sent from the test customer.