

Standard Account Configuration

Ariba Support Material

January 2023

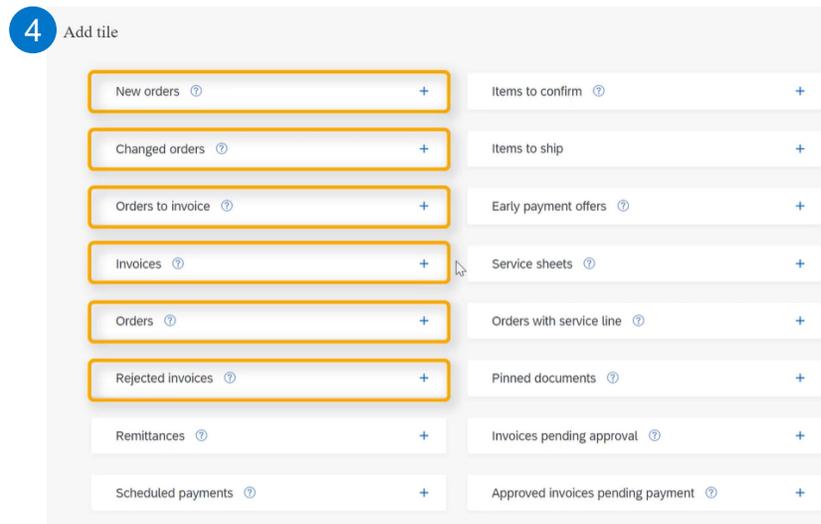
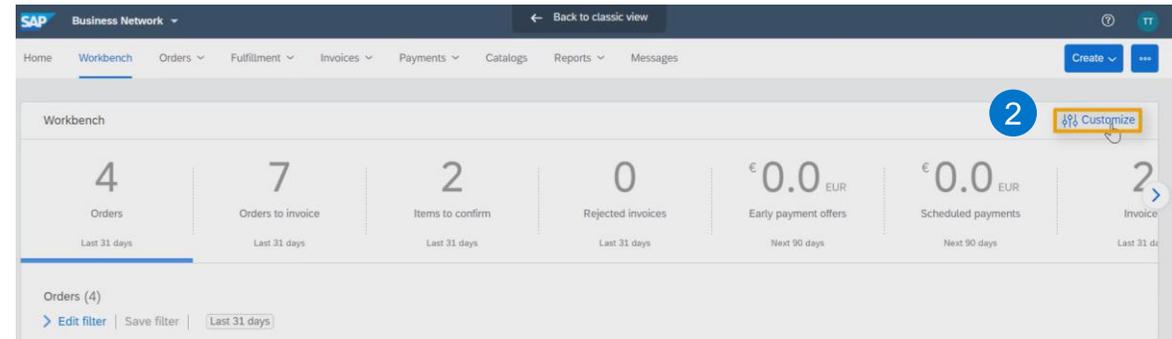
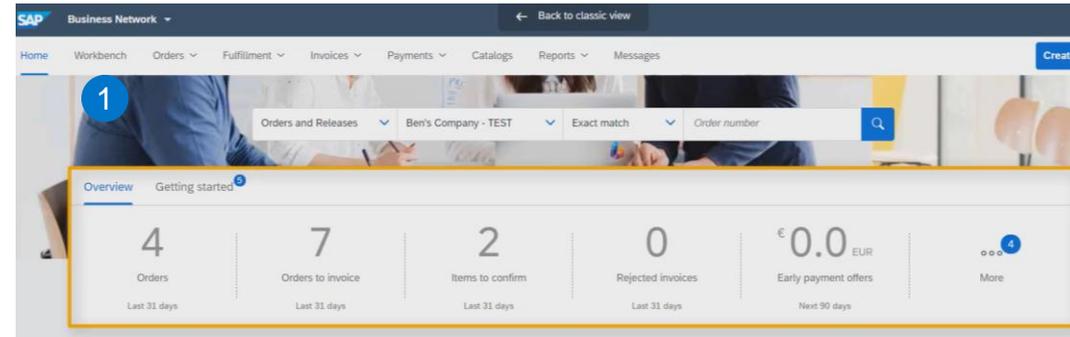
Nemak
Innovative Lightweighting



Dashboard Customization

Standard Account Configuration

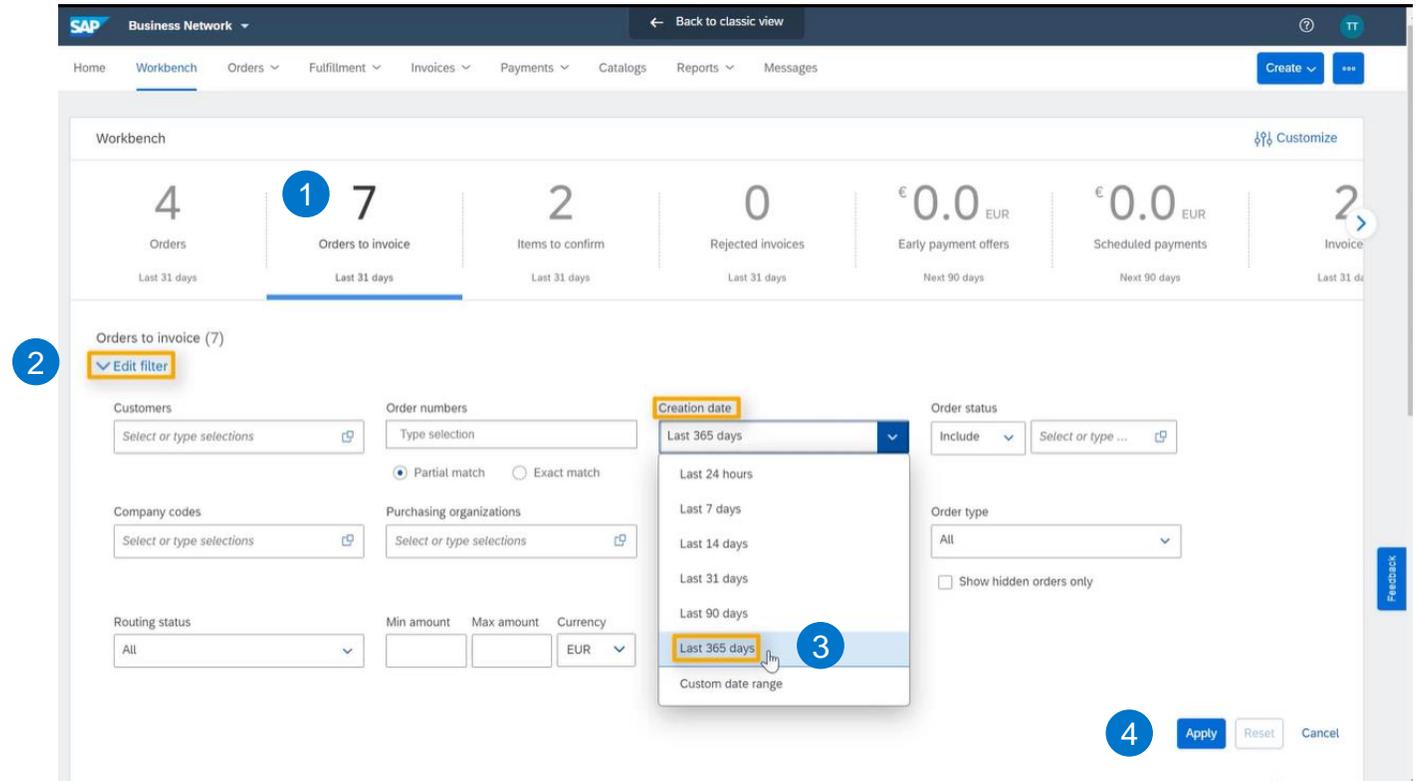
1. Click on the **Workbench** tab.
2. Select the Customize option.
3. Click on the plus sign to add a new tile.
4. Select the tiles you prefer to have in the home page. We recommend the next tiles: New orders, Changed orders, Orders in invoice, Invoices, Orders, Rejected Invoices.



Tiles filter

Standard Account Configuration

1. Select the tile to review.
2. Click on the “Edit filter” button
3. It is highly recommended to extend the creation date to 365 days.
4. Adjust the filters you require.
5. Click on the Apply button.
6. Click on Save filter.



Document list organization

Standard Account Configuration

1. Click on the settings icon.
2. On the Table columns tab, drag and drop the available columns you require to the displayed columns.
3. Click on the Apply button.

Orders to invoice (7)

[> Edit filter](#) | [Save filter](#) | Last 365 days

Order Number	Customer	Amount ↓	Date	Order Status	Amount Invoiced	Actions
PO00045	Ben's Company - TEST	€8,000.00 EUR	Sep 14, 2021	New		⋮
PO00046	Ben's Company - TEST	€8,000.00 EUR	Sep 14, 2021	Partially Invoiced	€3,000.00 EUR	⋮
PO00003	Ben's Company - TEST	€8,000.00 EUR	Aug 9, 2021	New		⋮
PO00004	Ben's Company - TEST	€8,000.00 EUR	Aug 9, 2021	Partially Invoiced	€5,000.00 EUR	⋮
4700313	Ben's Company - TEST	\$2,570.00 USD	Sep 14, 2021	New		⋮
4700312	Ben's Company - TEST	\$2,570.00 USD	Sep 14, 2021	New		⋮
4700310	Ben's Company - TEST	\$2,570.00 USD	Aug 9, 2021	New		⋮

Table setting

Table columns

Date and time

Use **drag and drop** to configure the table columns to be displayed and their order

Available columns

- Type
- Version
- Inquiries
- Ship To Address
- Ordering Address
- Routing Status
- External Document Type
- Settlement
- Revision
- Company Code
- Purchasing Organization

Displayed columns

- Order Number
- Customer
- Amount
- Date
- Order Status
- Amount Invoiced

Apply Cancel

Document list organization

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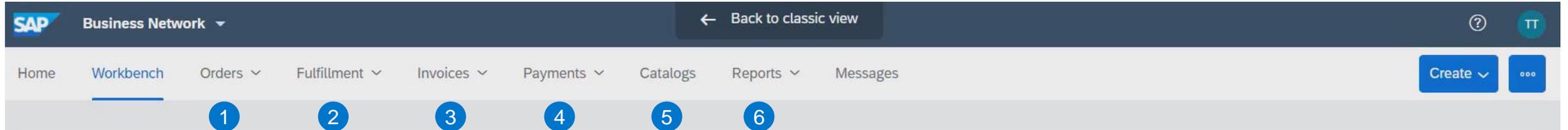
Apply Cancel

Home page tabs

Standard Account Configuration



Tabs may be grayed out based on your account type. Nematik suggests a **Standard account**.

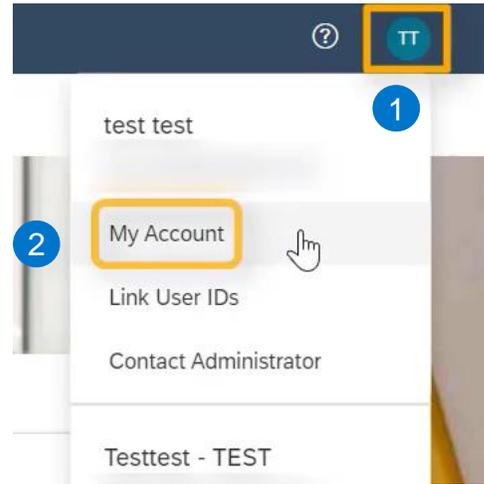


1. In the **Orders** tab, you can find all your purchase orders from your customer.
2. In the **Fulfillment** tab, are stored all needed documents for transacting such as: order confirmation, ship notices, goods receipt, etc.
3. In the **Invoices** tab, all the invoices created in the platform are housed.
4. In the **Payment** tab, you can find all the information related to payment options such as: scheduled and remittance.
5. In the **Catalogs** tab, you can locate your catalogs in case is requested by your customer.
6. In the **Reports** tab, you will be able to filter and run specific reports related to your transactions in Ariba.

Account settings

Standard Account Configuration

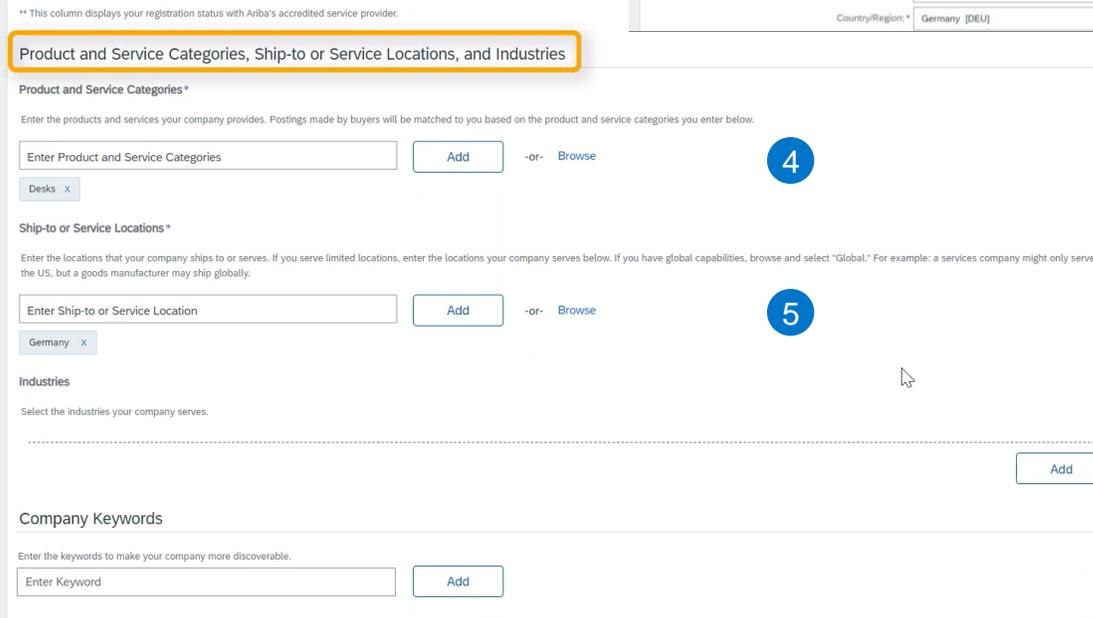
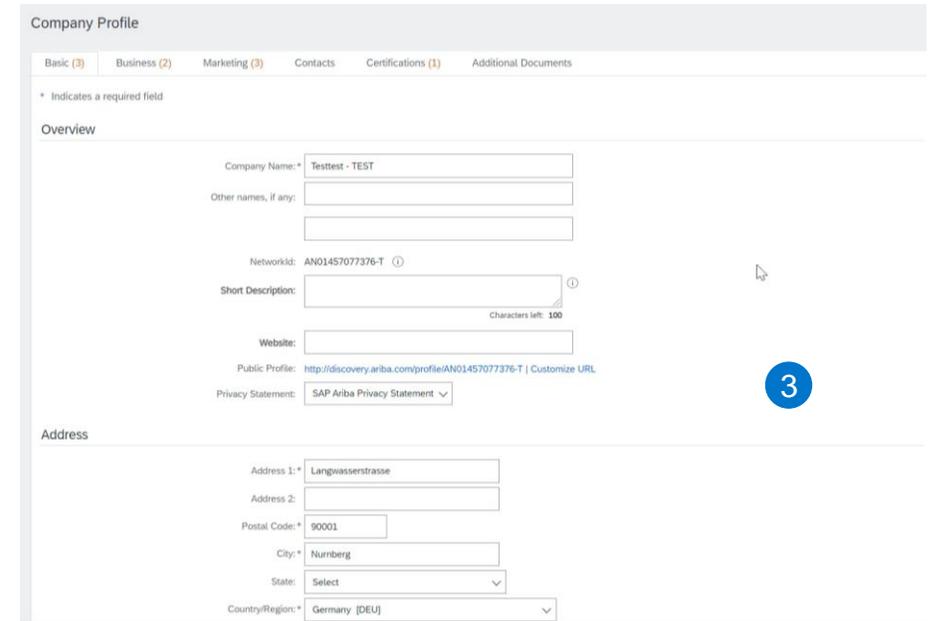
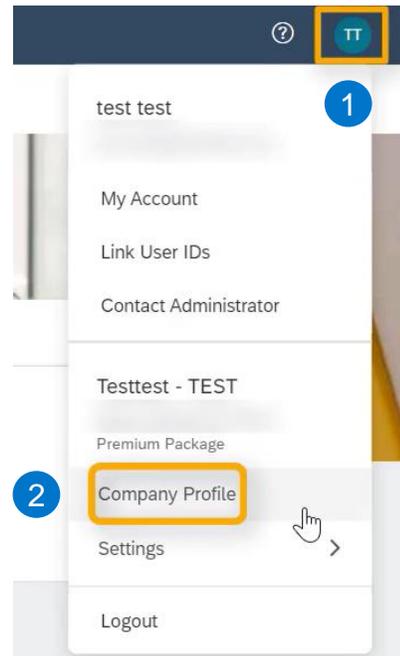
1. Click on the initials in the top right corner.
2. Select “My Account”.
3. You may adjust...
 - a. Username and Password
 - b. E-mail address
 - c. Preferred language
 - d. Timezone and Default Currency displayed
4. Once you finished the modifications, click on the Save button.



Company Profile Configuration

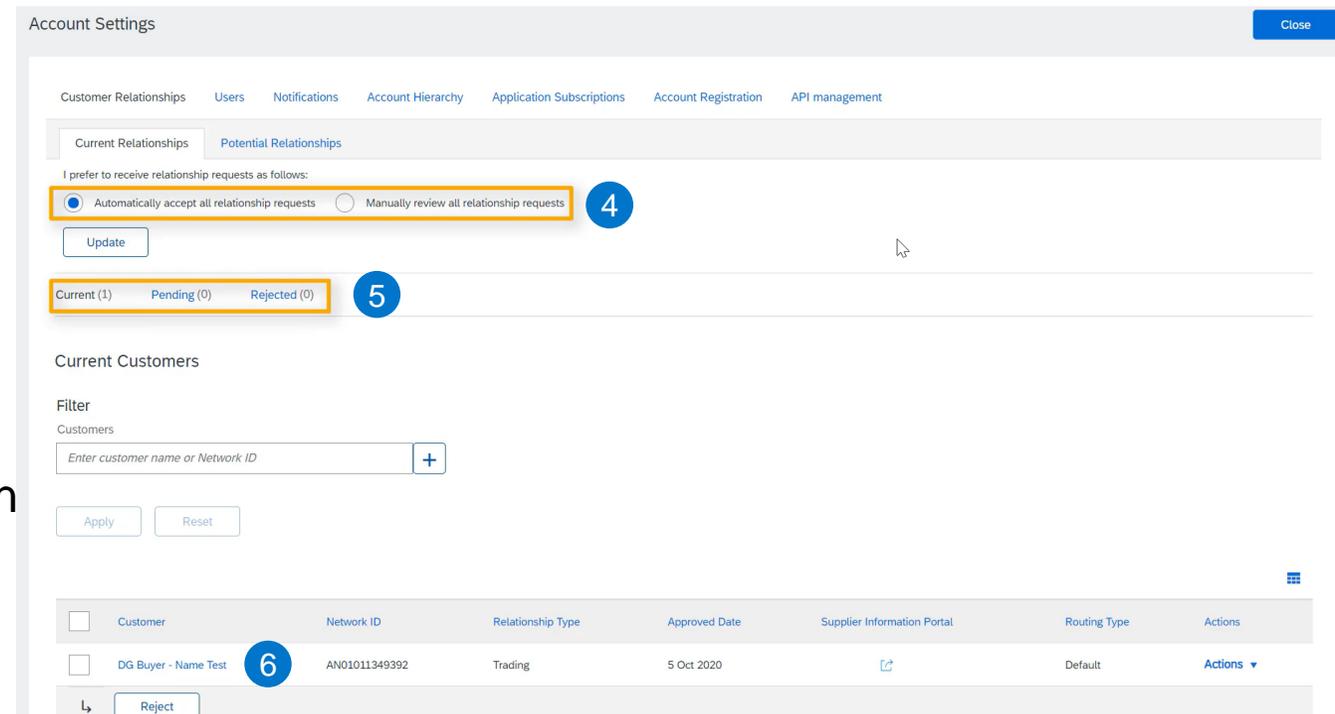
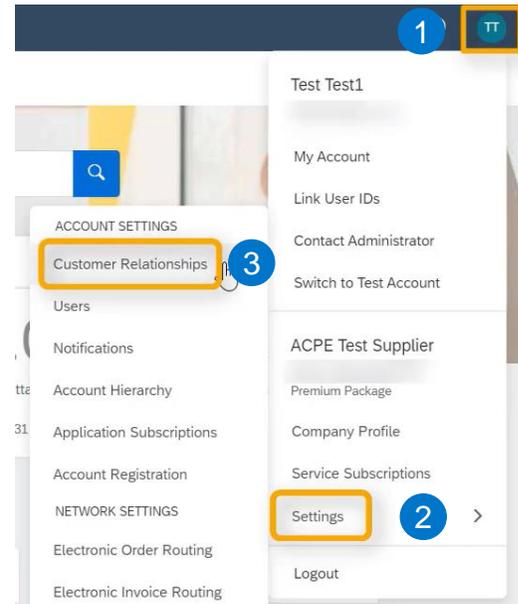
Standard Account Configuration

1. Click on the initials in the top right corner.
2. Select “Company Profile”.
3. Review or adjust basic information of your company.
4. Specify the products and services of the company.
5. Include the Ship To address or addresses.
6. Once you finished the modifications click on the Save button.



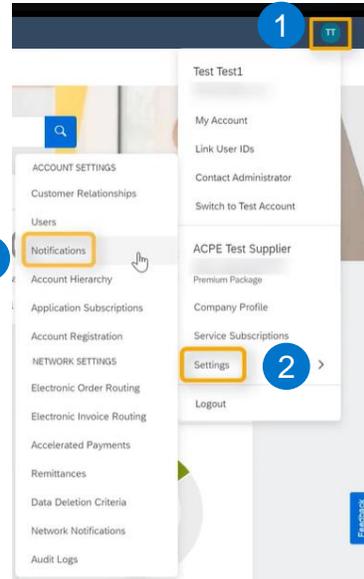
Review Customer Relationships Standard Account Configuration

1. Click on the initials in the top right corner.
2. Select “Settings”.
3. Click on the “Customer relationships” option.
4. Specify if relationship requests received will be automatically accepted or review manually.
5. Check current, pending or rejected relationship requests.
6. In the current customers section, click on Nemak’s name to review transaction rules.



Setting up Notifications Standard Account Configuration

1. Click on the initials in the top right corner.
2. Select “Settings”.
3. Click on the “Notifications” option.
4. In the General tab, you can configure general alerts, customer relationship or service-related notifications.
5. In the Network tab, you can configure your electronic order routing, catalog subscriptions, electronic invoice routing and notifications related to ship notices and receipts.



You can enter up to 3 email addresses separated by a comma and no spaces.

