

TG eProcurement

TRADING RELATIONSHIP REQUEST

To be your world class partner in gloves and healthcare products

Powered by
 **SAP ARIBA**



DOCUMENT INFORMATION			
Document Name	Trading Relationship Request		
Document Version No.	2.0	Document Version Date	22 nd November 2019
Prepared By	Nur Liyana Aqilah Binti Mohd Shaarani		
Checked By	Wee See Yee		
Approved By	Adeline Lee Yin Er		

Prepared by,

Liyana
.....

NUR LIYANA AQILAH

Executive, Sourcing & Procurement

Date : 25/11/19

Checked by,

W.S.Y.
.....

WEE SEE YEE

Asst. Manager, Sourcing & Procurement

Date : 25/11/19

Approved by,

A.L.E.
.....

ADELINE LEE YIN ER


Senior Manager, Sourcing & Procurement

Date : 25/11/2019

TABLE OF CONTENT	
Title	Pages
Email form SAP Ariba	1
Log In SAP Ariba Account	2
Check TRR Status	3-4
Configure Your Account – Electronic Order Routing	5-7
Configure Your Account – Electronic Invoice Routing	8
Additional Info – Supplier Information Portal	9-13

Open the Invitation Letter that you received at your email address from ordersender-prod@ansmtp.ariba.com

Step 1: Click the link in the emailed letter to proceed to the landing page

SAP Ariba 

To Supplier,

[Customer-specific content will go here]

ACTION REQUIRED

Your customer, **Top Glove Group of Companies**, is changing the way they do business with their valued suppliers. The goal is to make the process by which your company receives purchase orders and/or gets paid as efficient as possible.

To enable your company to process orders or invoices with Top Glove Group of Companies, click the link below to get started.

[→ 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.

WHAT IS THE ARIBA NETWORK?

Ariba, an SAP company, offers solutions and services that enable you to easily share information and business processes with your customers through the Ariba Network, such as:

- Accelerate the sales cycle and lower the cost of sales
- Find new customers who are actively looking for what you sell
- Drive more business with current customers

ARE THERE FEES ASSOCIATED WITH THIS SERVICE?

Step 2 : Log in using your **EXISTING** Ariba username and password in order to accept the relationship with your customer

Existing User

If you already have an Ariba Commerce Cloud or Ariba Discovery account, enter your existing username and password and click **Confirm** to log in to the Ariba Network.

Username:

Password: [Forgot Password?](#)

When you confirm your existing username and password, Ariba will send a notification to your requesting customer, informing them that you already have an Ariba Network account and that you have accepted their trading relationship request.

Step 3 : Make sure you are at **Ariba Network** page. Please click on the **company settings** and choose **“Customer Relationships”**.

The screenshot displays the SAP Ariba Network user interface. At the top, the header includes the SAP logo, 'Ariba Network' with a dropdown arrow, 'Standard Account', and an 'Upgrade' button. A settings gear icon is located in the top right corner. Below the header, a navigation bar contains links for Home, Inbox, Outbox, Catalogs, Enablement Tasks, Reports, and Messages. The main content area is titled 'Orders, Invoices and Payments' and features five summary cards: 'New Purchase Orders' (0), 'Orders that Need Attention' (0), 'Invoices Rejected' (0), 'Payments Received' (0), and 'Pinned Documents' (0). Below these cards is a table with columns for Order Number, Customer, Status, Amount, and Date, which currently displays the message 'You do not have any Orders and Releases.' On the right side, a settings menu is open, showing two sections: 'NETWORK SETTINGS' and 'ACCOUNT SETTINGS'. The 'ACCOUNT SETTINGS' section is expanded, and 'Customer Relationships' is highlighted with a red box. Other options in the settings menu include Standard account, Company Profile, Service Subscriptions, Users, Notifications, Account Hierarchy, Application Subscriptions, Account Registration, View All, Electronic Order Routing, Electronic Invoice Routing, Accelerated Payments, Remittances, Network Notifications, Audit Logs, and View All.

Step 4: Recheck on your TRR status with Top Glove Group of Companies whether at **Pending** tab or **Current** tab. If you are at pending tab, please click **Approve** and **Save**. After that, click **Close**.

SAP Ariba Network Standard Account Upgrade

Account Settings

Save

Close

Customer Relationships Users Notifications Account Hierarchy Application Subscriptions Account Registration

Current Relationships Potential Relationships

I prefer to receive relationship requests as follows:

☒ Automatically accept all relationship requests ☐ Manually review all relationship requests

Update

Pending

Customer	Relationship Type	Requested Date ↓
No items		

↳

Approve

Reject

Current

Customer	Relationship Type	Approved Date ↓	Routing Type
<input type="checkbox"/> Top Glove Group of Companies	Trading	Supplier Information Portal	13 Sep 2019
Default			

↳

Reject

Actions ▼



Step 5 : Make sure you are at the Ariba Network page again, click on the **company settings** and choose **“Electronic Order Routing”**.

The screenshot displays the SAP Ariba Network user interface. At the top, the header bar includes the SAP logo, a dropdown menu for 'Ariba Network', a 'Standard Account' label, an 'Upgrade' button, a settings gear icon (highlighted with a red box), an 'MC' icon, and a 'Help Center' link. Below the header, a navigation bar contains links for Home, Inbox, Outbox, Catalogs, Enablement Tasks, Reports, and Messages. The main content area is titled 'Orders, Invoices and Payments' and features five summary cards: 'New Purchase Orders' (0), 'Orders that Need Attention' (0), 'Invoices Rejected' (0), 'Payments Received' (0), and 'Pinned Documents' (0). Below these cards is a table with columns for Order Number, Customer, Status, Amount, and Date, which currently shows no data with the message 'You do not have any Orders and Releases.' On the right side, a settings menu is open, showing two categories: 'NETWORK SETTINGS' and 'ACCOUNT SETTINGS'. Under 'NETWORK SETTINGS', 'Electronic Order Routing' is highlighted with a red box, along with 'Electronic Invoice Routing', 'Accelerated Payments', 'Remittances', 'Network Notifications', 'Audit Logs', and 'View All'. Under 'ACCOUNT SETTINGS', the options are 'Customer Relationships', 'Users', 'Notifications', 'Account Hierarchy', 'Application Subscriptions', 'Account Registration', and 'View All'. The bottom of the page features the slogan 'THE BEST RUN' and the SAP logo.

Step 6a : Choose **'Email'** as the routing method. The order routing method is how you will receive your POs from your customers. **For Email routing method, you can enter up to three email addresses separated by commas.**

Network Settings

SaveClose

Electronic

Electronic

Accelerated

Settlement

Order

Invoice

Payments

Routing

Routing

* Indicates a required field

Capabilities Preferences

Non-Catalog Orders with Part Numbers

☐ Process non-catalog orders as catalog orders if part numbers are entered manually

New Orders

Document Type	Routing Method	Options
Catalog Orders without Attachments	Email	<div>Email address: <input type="text"/></div> <div><input type="checkbox"/> Attach cXML document in the email message</div> <div><input checked="" type="checkbox"/> Include document in the email message</div> <div><input type="checkbox"/> Leave attachments online and do not include them with email message. This applies to all orders with attachments that have the routing method "Same as new catalog orders without attachments".</div> <div><input type="checkbox"/> Attach PDF document in the email message</div>

Step 6b : As for the **notifications (scroll down)** If you are a new user, select email delivery, and then fill in up to three email addresses of the people at your company who should receive those notifications.

Step 6c : When done, click **Save**

Notifications

Type	Send notifications when...	To email addresses (one required)
Order	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable.	* <input type="text"/>
	<input checked="" type="checkbox"/> Send a notification when a new collaboration request against an existing order is received.	
Purchase Order Inquiry	<input checked="" type="checkbox"/> Send a notification when purchase order inquiries are received.	* <input type="text"/>
	<input checked="" type="checkbox"/> Send a notification when purchase order inquiries are undeliverable.	
Time Sheet	<input type="checkbox"/> Send a notification when time sheets are undeliverable.	* <input type="text"/>

Extended Profile Settings and Information

▶ Extended Profile Information

Save Close

Step 7 : Click Electronic Invoice Routing

Step 8 : Make sure to turn on notifications in the event of Invoice Failure or Status Change, and again select the email addresses that should receive those notifications. Lastly, click Save

Network Settings

SaveClose

Electronic Order Routing

Electronic Invoice Routing

Accelerated Payments

Settlement

General

Tax Invoicing and Archiving

Capabilities & Preferences

Sending Method

Document Type	Routing Method	Options
Invoices	Online	Return to this site to create invoices
Customer Invoices	Online	Save in my online inbox

Notifications

Type	Send notifications when...	To email addresses (one required)
Invoice Failure	<input checked="" type="checkbox"/> Send a notification when invoices are undeliverable or rejected.	*
Invoice Status Change	<input checked="" type="checkbox"/> Send a notification when invoice statuses change.	*
Invoice Created Automatically	<input checked="" type="checkbox"/> Send a notification when an invoice is created automatically on behalf of your company.	*

Additional Info - Supplier Information Portal




Training Guides & Videos



1) Make sure you are at the **Ariba Network** page, click **Company Settings**, and choose “**Customer Relationships**”.

The screenshot displays the SAP Ariba Network interface. At the top, the header includes the SAP logo, 'Ariba Network' (highlighted with a red box), 'Standard Account', and an 'Upgrade' button. On the right, there is a settings gear icon (highlighted with a red box) and an 'MC' icon. Below the header, a navigation bar contains links for Home, Inbox, Outbox, Catalogs, Enablement Tasks, Reports, and Messages. The main content area is titled 'Orders, Invoices and Payments' and shows five metrics: New Purchase Orders (0), Orders that Need Attention (0), Invoices Rejected (0), Payments Received (0), and Pinned Documents (0). Below these metrics is a table with columns for Order Number, Customer, Status, Amount, and Date, but it is empty with the message 'You do not have any Orders and Releases.' A settings menu is open on the right, listing various options. Under the 'ACCOUNT SETTINGS' section, 'Customer Relationships' is highlighted with a red box. Other options in the menu include Standard account, Company Profile, Service Subscriptions, Network Settings (Electronic Order Routing, Electronic Invoice Routing, Accelerated Payments, Remittances, Network Notifications, Audit Logs, View All), Users, Notifications, Account Hierarchy, Application Subscriptions, Account Registration, and View All. The bottom of the page features the SAP logo and the slogan 'THE BEST RUN'.

2) Click on **Supplier Information Portal**

 **Ariba Network** Standard Account **Upgrade**  

Account Settings

Save **Close**

[Customer Relationships](#) [Users](#) [Notifications](#) [Account Hierarchy](#) [Application Subscriptions](#) [Account Registration](#)

Current Relationships

Potential Relationships


I prefer to receive relationship requests as follows:

☒ Automatically accept all relationship requests ☐ Manually review all relationship requests


Update


Pending

Customer	Relationship Type	Requested Date ↓
No items		

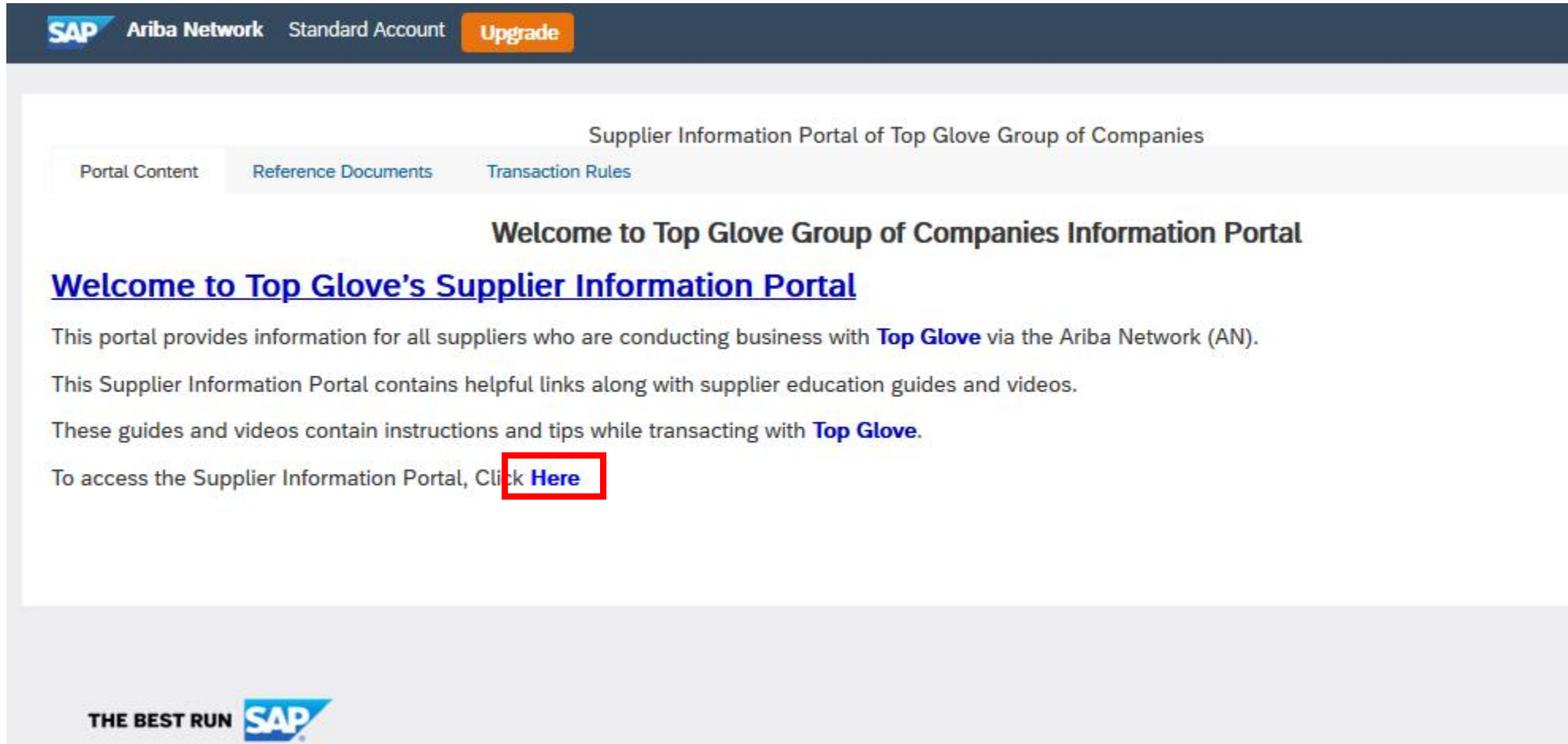
 **Approve** **Reject**

Current

Customer	Relationship Type	Approved Date ↓	Routing Type
<input type="checkbox"/> Top Glove Group of Companies	Trading	<div> Supplier Information Portal</div>	13 Sep 2019
		Default	Actions ▼

 **Reject**

3) Then, click **Here**



The screenshot shows the SAP Ariba Network interface. At the top, there's a dark blue header with the SAP logo, 'Ariba Network', 'Standard Account', and an 'Upgrade' button. Below this, a light gray bar contains the text 'Supplier Information Portal of Top Glove Group of Companies'. A navigation bar below that has three tabs: 'Portal Content', 'Reference Documents', and 'Transaction Rules'. The main content area has a heading 'Welcome to Top Glove Group of Companies Information Portal' followed by a blue underlined link 'Welcome to Top Glove's Supplier Information Portal'. Below this, three paragraphs of text describe the portal's purpose and provide instructions. The word 'Here' in the final sentence is highlighted with a red box. At the bottom left, there's a logo that says 'THE BEST RUN' next to the SAP logo.

SAP Ariba Network Standard Account Upgrade

Supplier Information Portal of Top Glove Group of Companies

Portal Content Reference Documents Transaction Rules

Welcome to Top Glove Group of Companies Information Portal

[Welcome to Top Glove's Supplier Information Portal](#)

This portal provides information for all suppliers who are conducting business with **Top Glove** via the Ariba Network (AN).

This Supplier Information Portal contains helpful links along with supplier education guides and videos.



These guides and videos contain instructions and tips while transacting with **Top Glove**.

To access the Supplier Information Portal, Click [Here](#)

THE BEST RUN SAP




4) You can view tabs below to learn more about transacting with Top Glove Group of Companies.

**Welcome to the Top Glove Ariba Network Supplier** 
Education Materials Portal


Welcome to the Top Glove Supplier Education Portal! This portal provides educative information for all suppliers that are conducting business with Top Glove via the Ariba Network (AN).

Additional information regarding this project is included in the invitation letter from Top Glove (below). As part of Top Glove's ongoing policy to continuously improve efficiency and service quality to customers and suppliers alike, they are currently implementing the next stage of their overall electronic strategy to move away from paper based financial transaction processing.


What information are you looking for?



[BUYER LETTER: Top Glove message to suppliers](#)
[AN Summit Deck for Top Glove suppliers](#)
[AN Summit Video Recording](#)



[INTRODUCTION ARIBA NETWORK](#)
See how to navigate the Network



[ARIBA NETWORK RESOURCES](#)
Resources for suppliers using the Ariba Network