Standard Account Configuration

Ariba Support Material

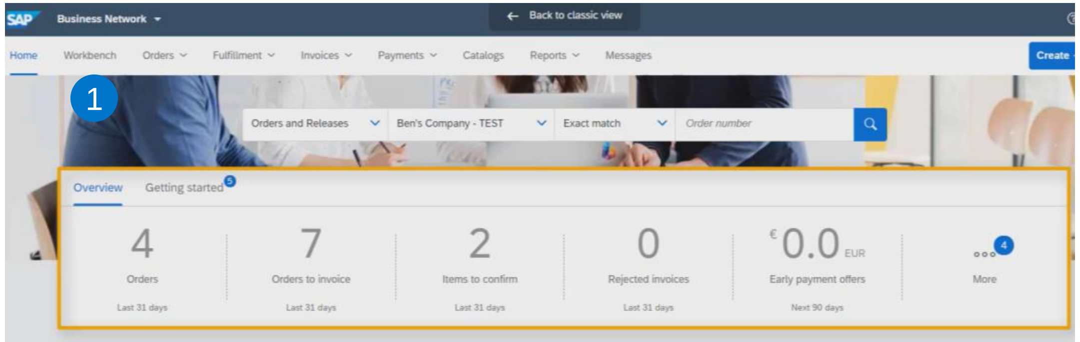
January 2023

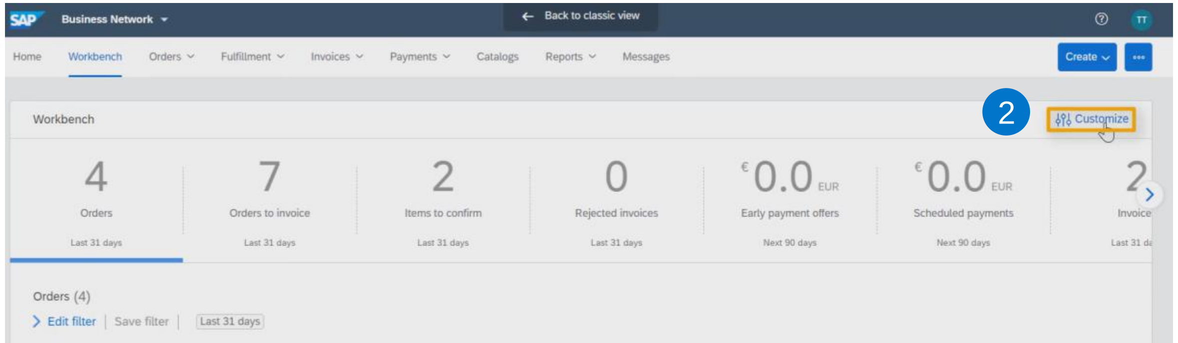
Nemak

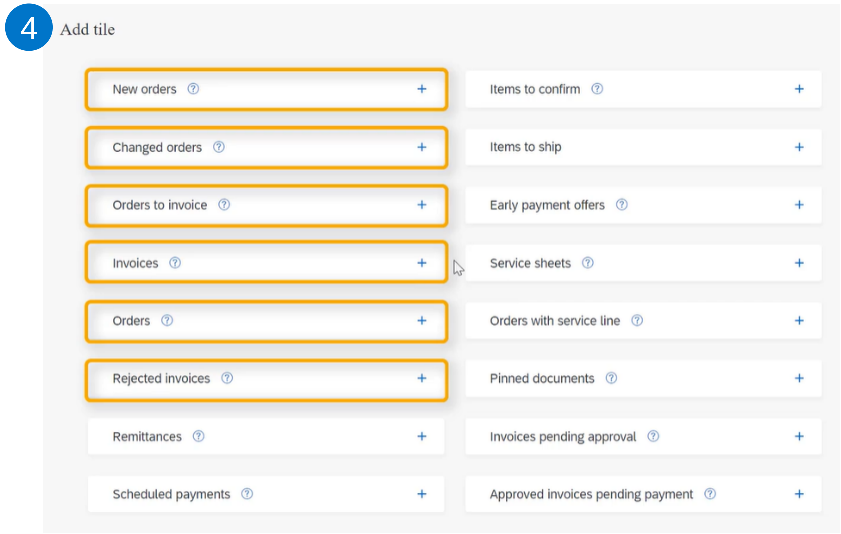
Innovative Lightweighting

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.

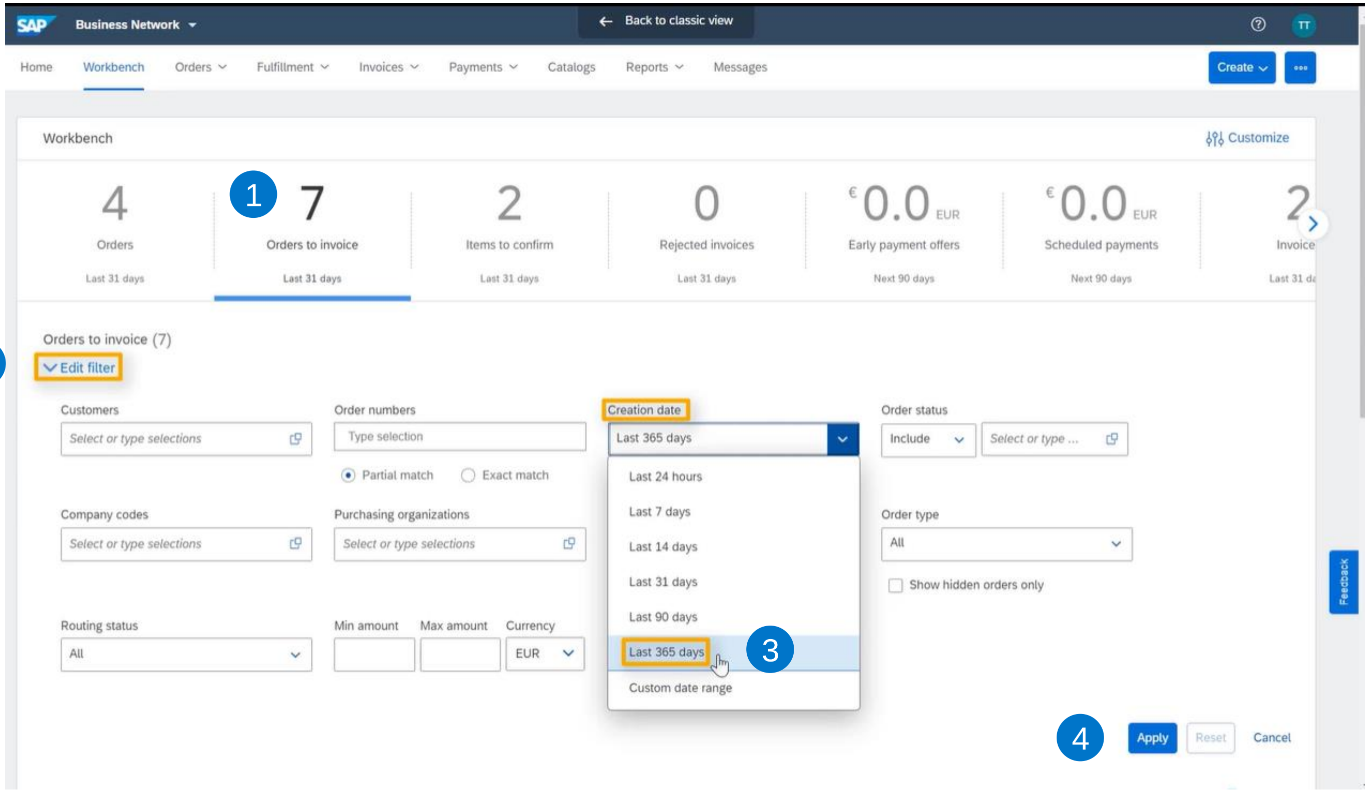


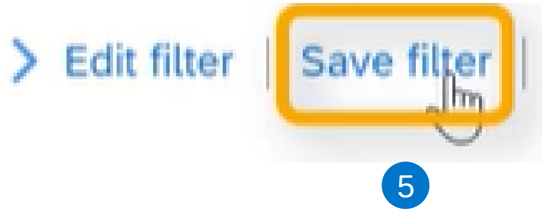




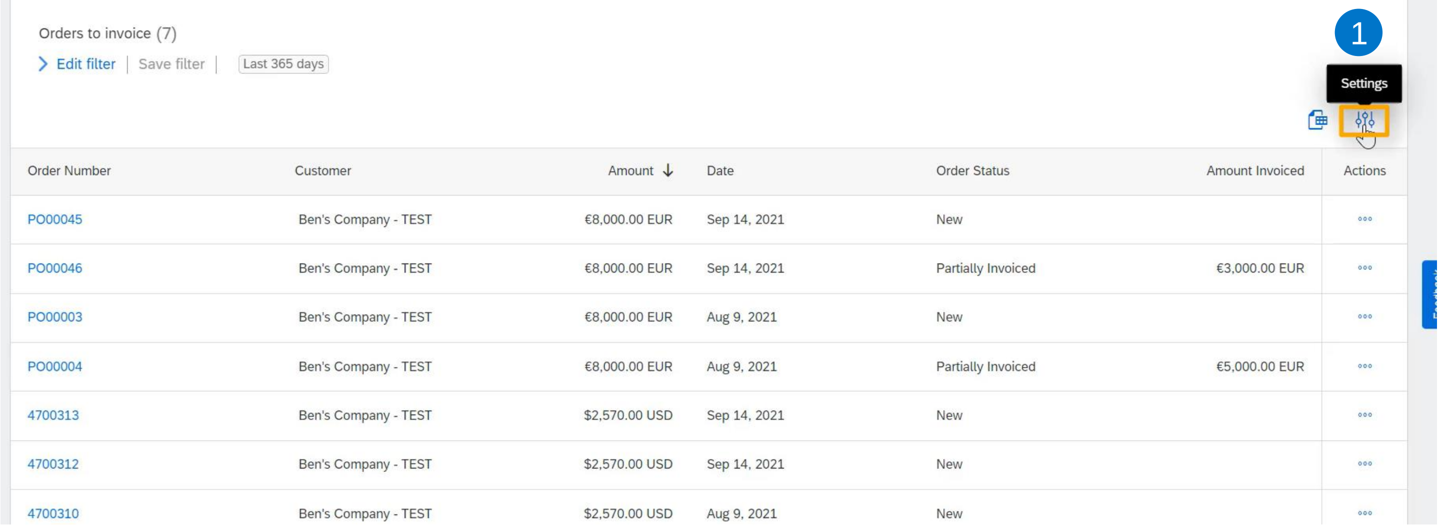
Tiles filter
Standard Account Configuration

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.

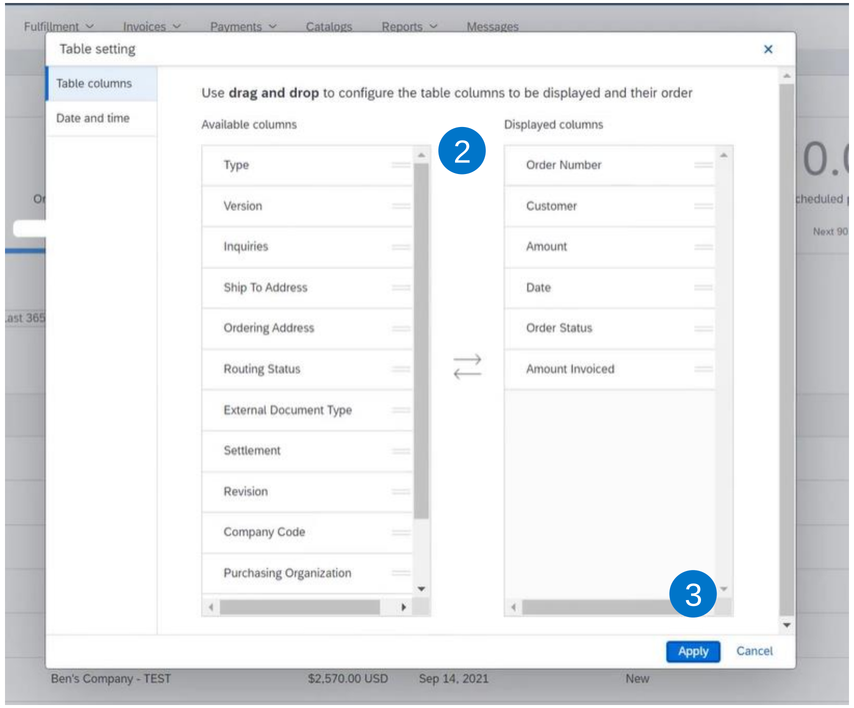




Document list organization
Standard Account Configuration



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.



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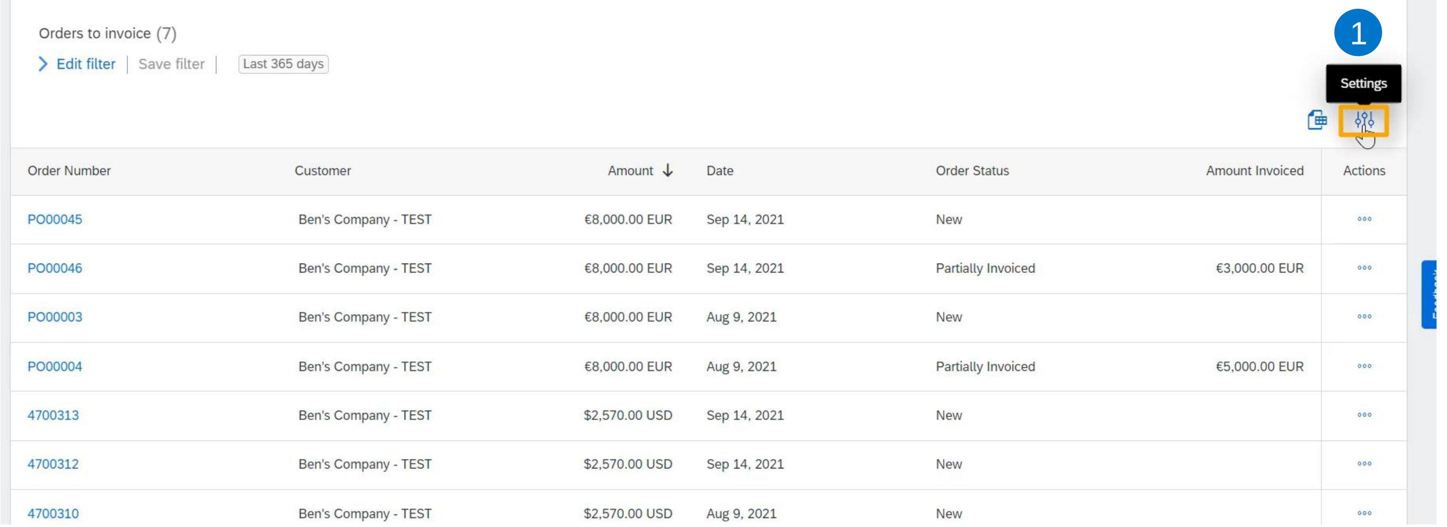
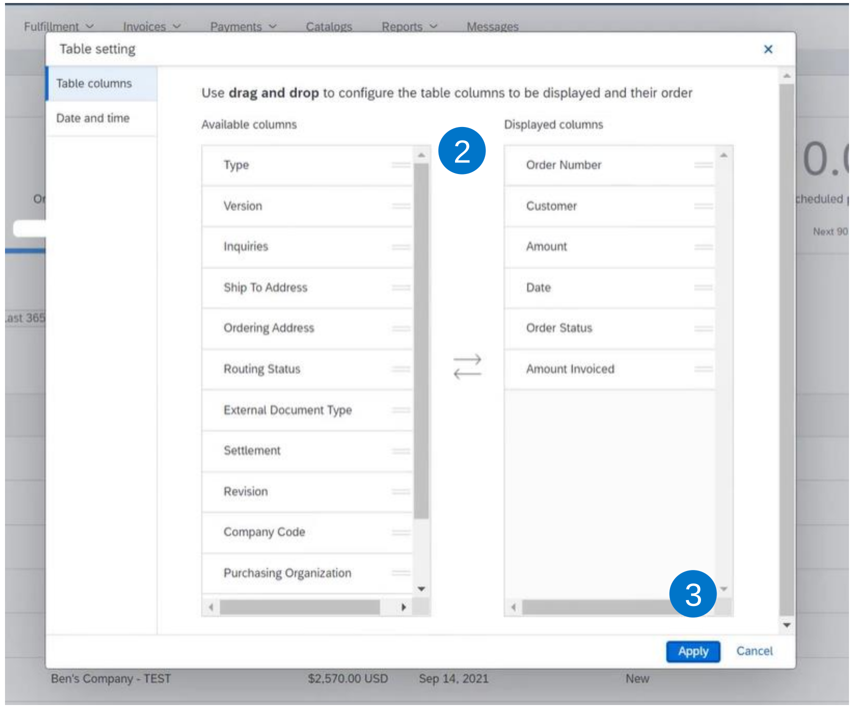
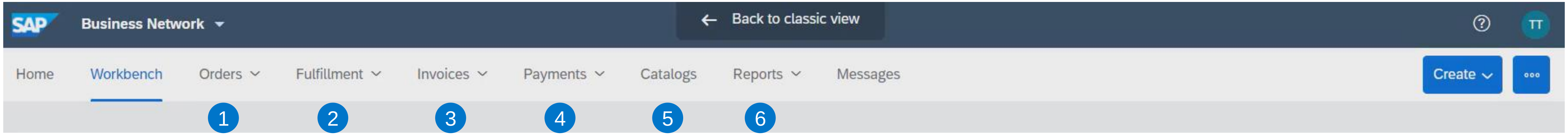




Home page tabs
Standard Account Configuration

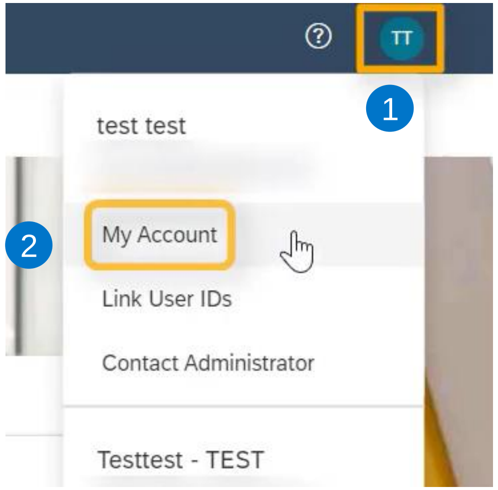
Tabs may be grayed out based on your account type. Nemak suggests a **Standard account.**

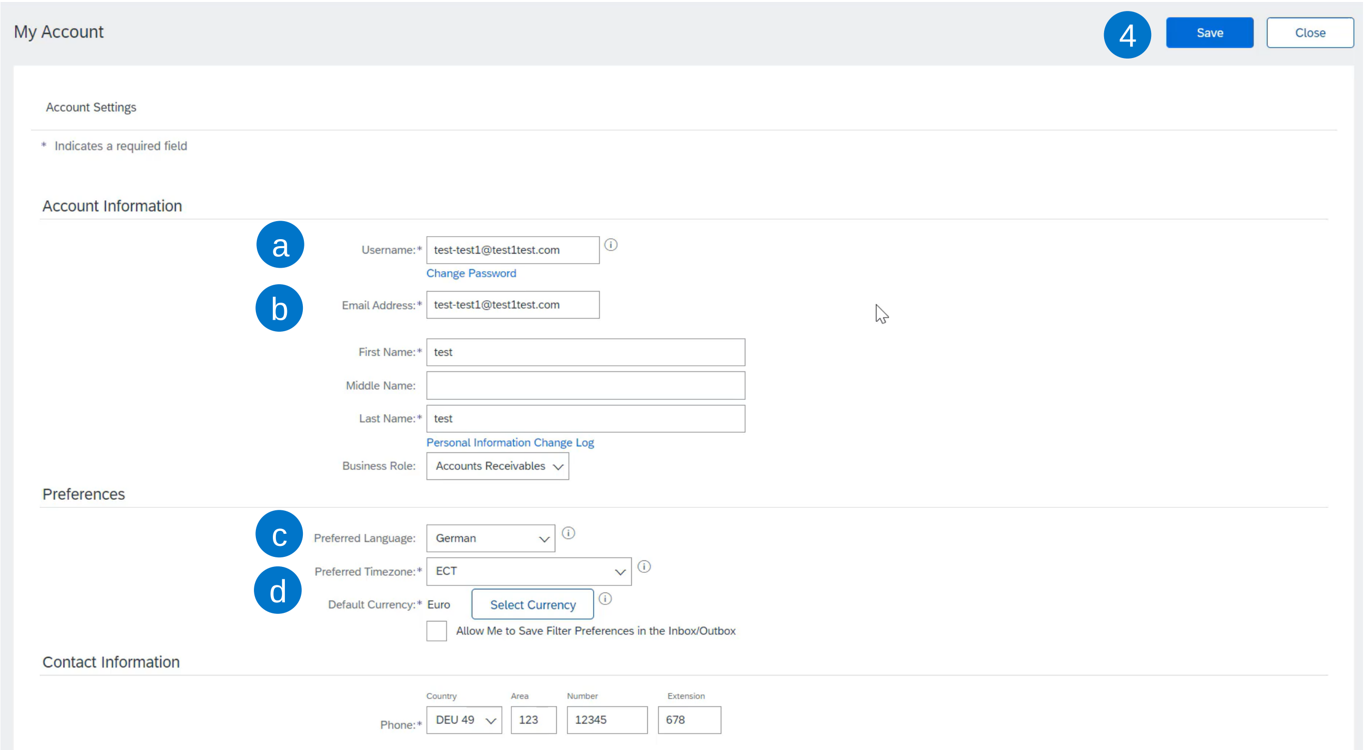


1. In the **Orders** tab, you can find all your purchase orders from your customer.
2. In the **Fulfillment** tab, are stored all needed documents for transacting such as: order confirmation, ship notices, goods receipt, etc.
3. In the **Invoices** tab, all the invoices created in the platform are housed.
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

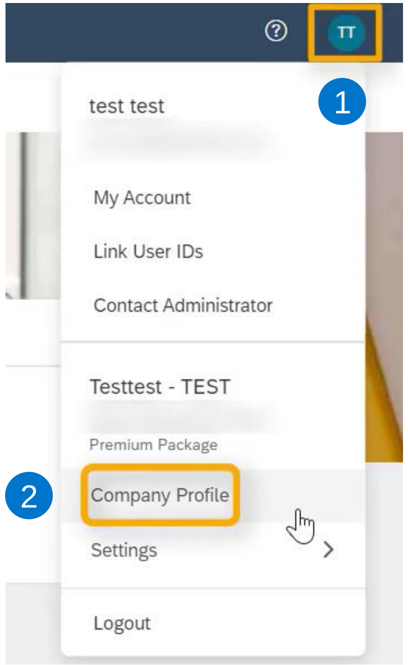
1. Click on the initials in the top right corner.
2. Select “My Account”.
3. You may adjust…
    a. Username and Password
    b. E-mail address
    c. Preferred language
    d. Timezone and Default Currency displayed
4. Once you finished the modifications, click on the Save button.

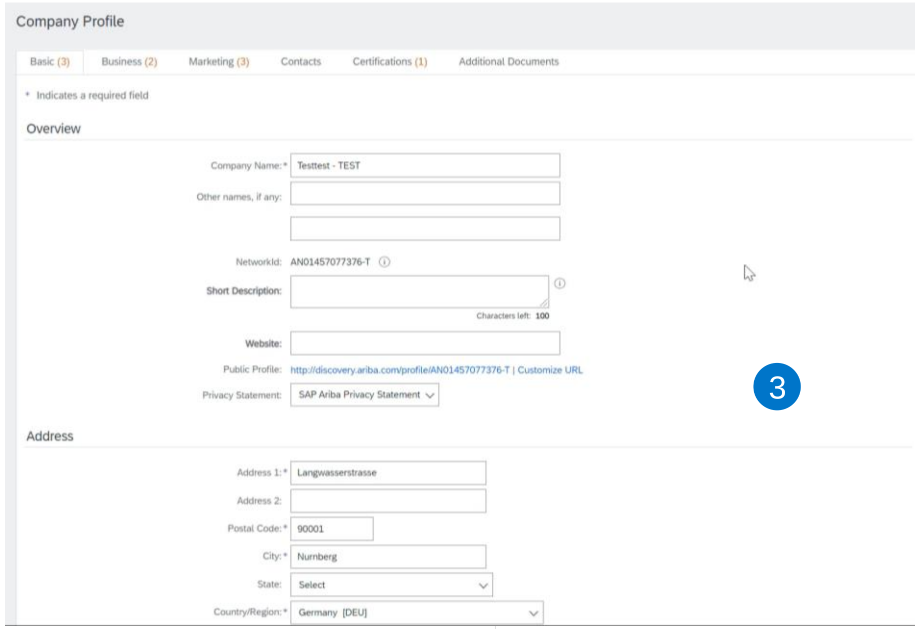


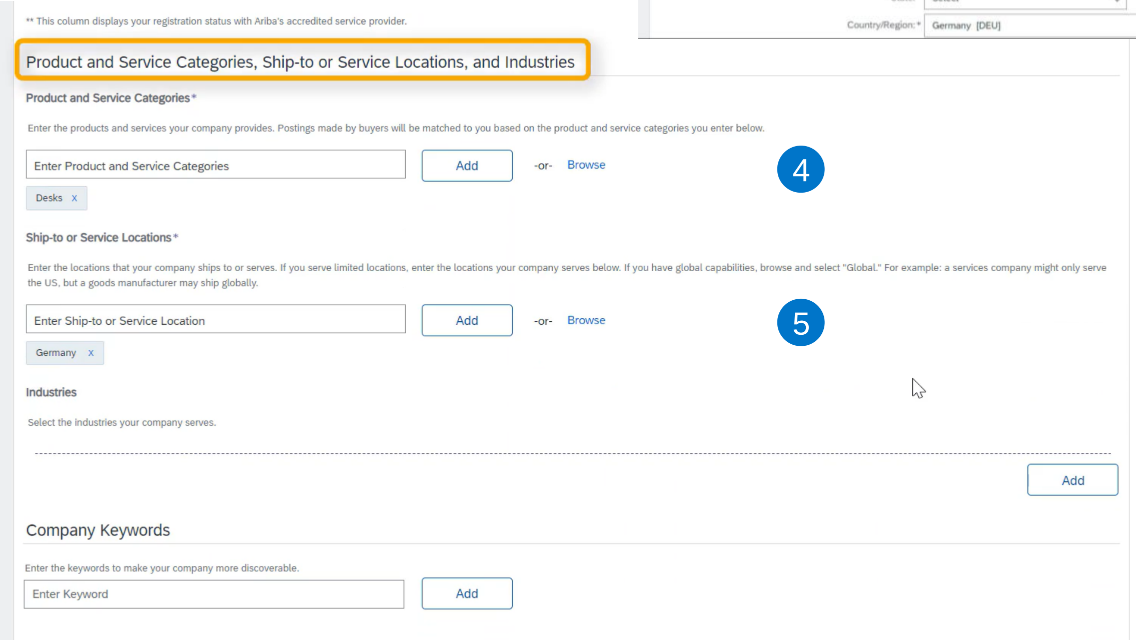


Company Profile Configuration
Standard Account Configuration

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.

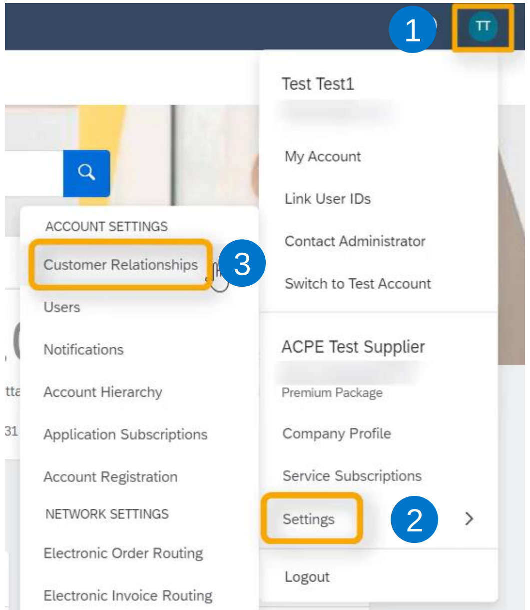


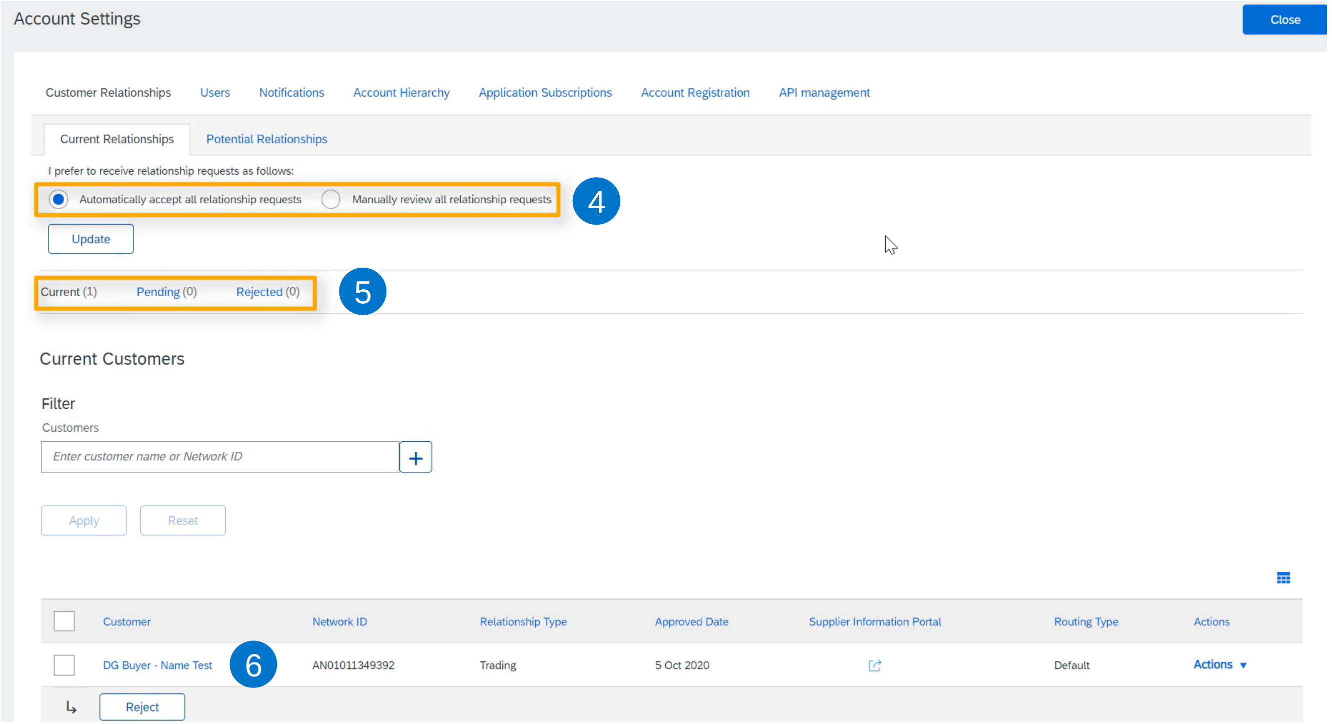




Review Customer Relationships
Standard Account Configuration

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.

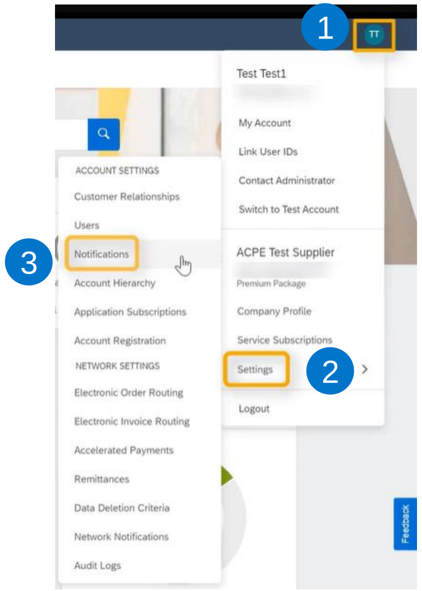




Setting up Notifications

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.