



SAP Ariba 

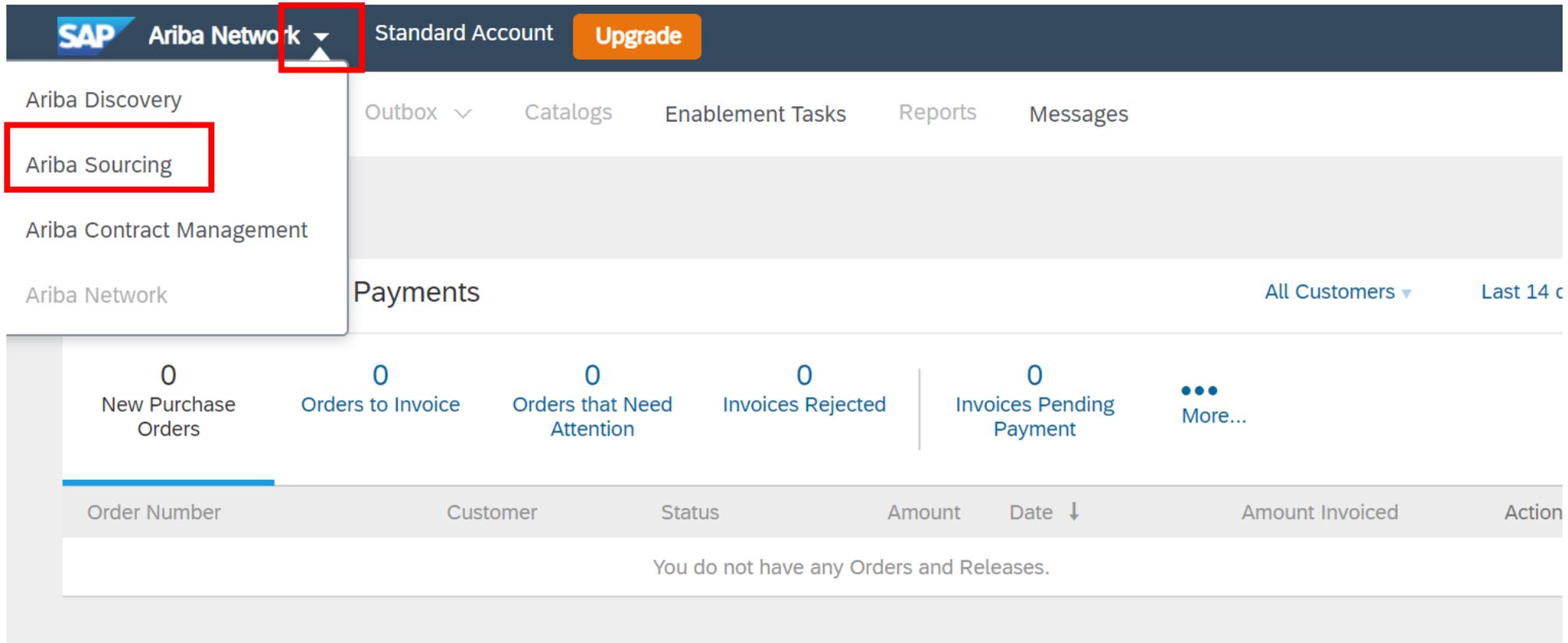
Switching between Orders and Proposals

PUBLIC

THE BEST RUN 

To toggle from Downstream (Post award interface/Purchase orders interface) to Upstream (Pre-Awards interface/Sourcing interface/proposal)

- 1- Go to supplier.ariba.com and log in using your Ariba account credentials
- 2- On top left, click on the arrow next to “Ariba Network” and choose “Ariba Sourcing”
- 3- You will be directed to upstream (Pre-Awards interface/Sourcing interface)



The screenshot displays the SAP Ariba Network user interface. At the top left, the 'Ariba Network' logo is visible, with a dropdown arrow next to it highlighted by a red box. The dropdown menu is open, showing options: 'Ariba Discovery', 'Ariba Sourcing' (highlighted with a red box), 'Ariba Contract Management', and 'Ariba Network'. To the right of the logo, the text 'Standard Account' and an 'Upgrade' button are present. Below the navigation bar, there are sections for 'Outbox', 'Catalogs', 'Enablement Tasks', 'Reports', and 'Messages'. A 'Payments' section is also visible, with filters for 'All Customers' and 'Last 14 c'. A dashboard area shows five metrics: 'New Purchase Orders', 'Orders to Invoice', 'Orders that Need Attention', 'Invoices Rejected', and 'Invoices Pending Payment', each with a '0' value. A 'More...' link is also present. Below the dashboard is a table header with columns: 'Order Number', 'Customer', 'Status', 'Amount', 'Date', 'Amount Invoiced', and 'Action'. The table content is empty, displaying the message 'You do not have any Orders and Releases.'

To toggle from Upstream (Pre-Awards interface/Sourcing interface) to Downstream (Post award interface/Purchase orders interface/proposals)

- 1- Go to supplier.ariba.com and log in using your Ariba account credentials
- 2- On top left, click on the arrow next to “Ariba Sourcing” and choose “Ariba Network”
- 3- You will be directed to downstream (Post award interface/Purchase orders interface)

The screenshot shows the SAP Ariba Sourcing interface. At the top, there is a dark blue header with the SAP logo, 'Ariba Sourcing' with a dropdown arrow, 'Standard Account', and an 'Upgrade' button. The dropdown menu is open, showing options: 'Ariba Discovery', 'Ariba Sourcing', 'Ariba Contract Management', and 'Ariba Network' (which is highlighted with a red box). Below the header, there is a 'SYSTEM' label and a 'Welcome to the Ariba Spend Management site' message. The 'Events' section is visible, showing a table with columns for Title, ID, and End Time. The table is divided into two sections: 'Status: Completed (4)' and 'Status: Pending Selection (2)'. The 'Completed' section lists four events, and the 'Pending Selection' section lists two events.

Title	ID	End Time ↓
▼ Status: Completed (4)		
RFP for Exception to Process	Doc246322866	6/17/2019 11:30 AM
2nd Round of RFP for Commerical Negotiation	Doc215977395	3/10/2019 11:30 AM
RFP for Exception to Process	Doc211341242	3/5/2019 1:00 PM
ADIB Vendor Feedback Survey 2018	Doc193441713	12/20/2018 4:00 PM
▼ Status: Pending Selection (2)		

Thank you.