

Supplier Lifecycle and Performance User Manual

Supplier Administrative Help

Table of Contents

Select a link below to view the Supplier Administrative Help presentation in local language:

- [English](#)
- [French](#)
- [German](#)
- [Japanese](#)
- [Chinese](#)
- [Italian](#)
- [Korean](#)

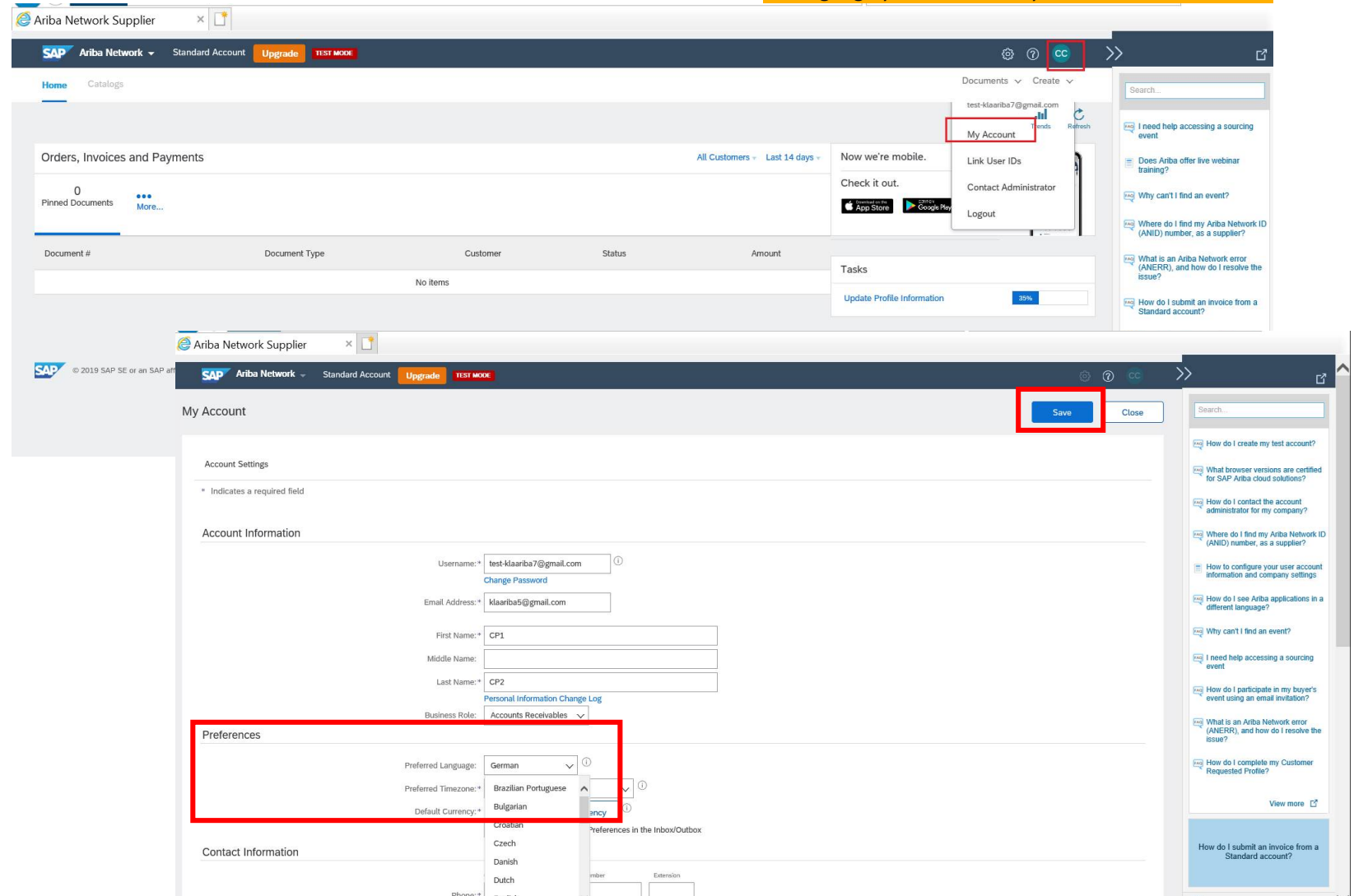
Supplier Lifecycle and Performance User Manual

Supplier Administrative Help

Changing Front End Screen Language

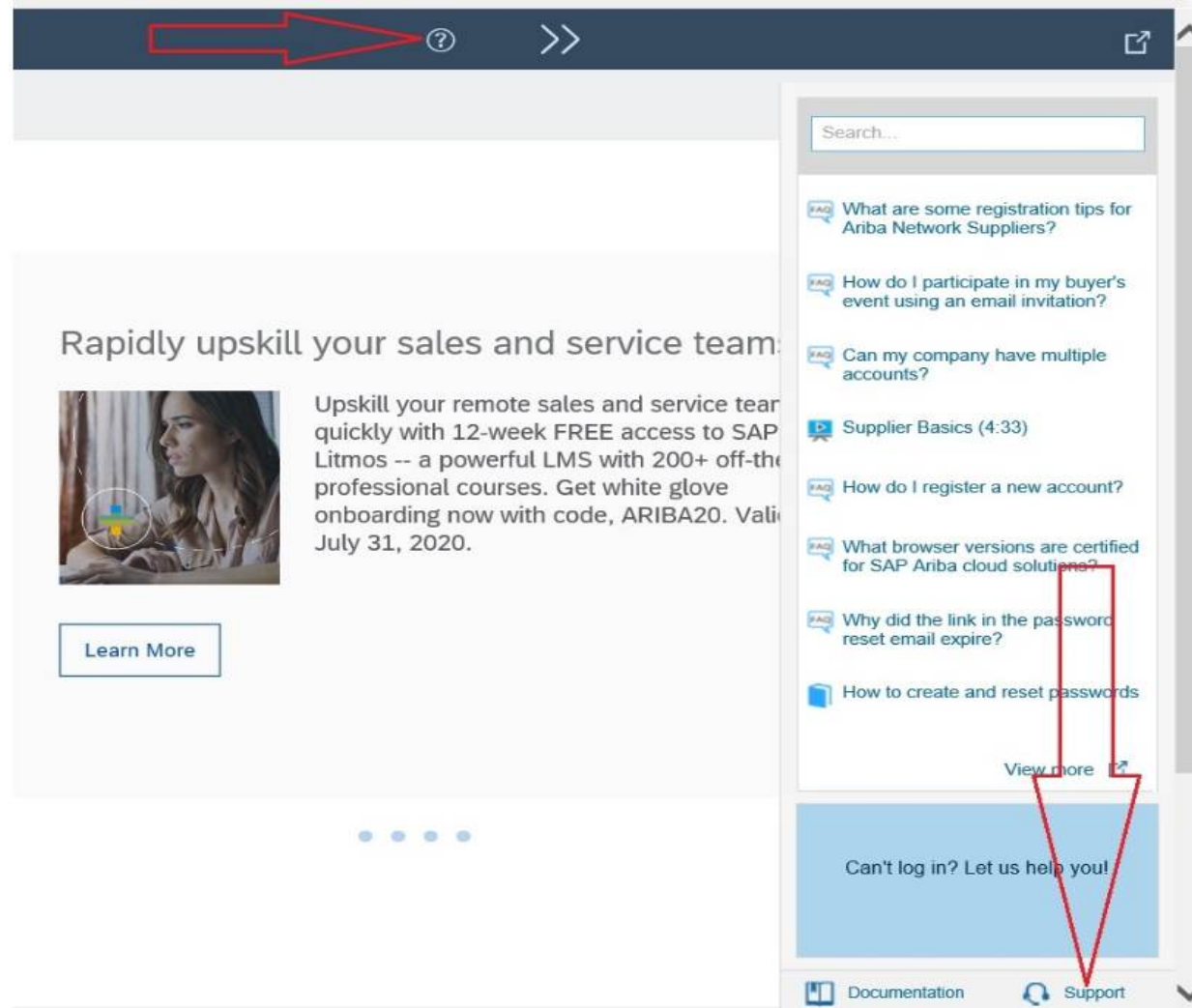
1. Log into SAP Ariba SLP
2. Go to your account icon on the right side of the screen
3. Select “My Account”
4. Change the language under “Preferences”
5. If the language you want is not listed, then go to “Search more” and select the language and “Done”
6. Select “Save”
7. Log off and log on back into SLP for the change to take effect

The actual screen text will vary depending on the language you have already set as current default



Account Owner Transfer

- Should the Supplier's primary contact not provide knowledge transfer prior to leaving, the Supplier can contact SAP Ariba to obtain access to the existing account profile
- Ariba Supplier Query Form link: <https://service.ariba.com/Supplier.aw>
- Select the question mark “?” symbol
- Select “Support”



Account Owner Transfer (cont.)

- Complete the form to contact SAP Ariba support

The screenshot shows a web browser window with the URL `uex.ariba.com/auc/support-center/email-webform`. The page title is "SAP Ariba Help Center". The main content area is titled "SAP Ariba Email Support" and contains the following elements:

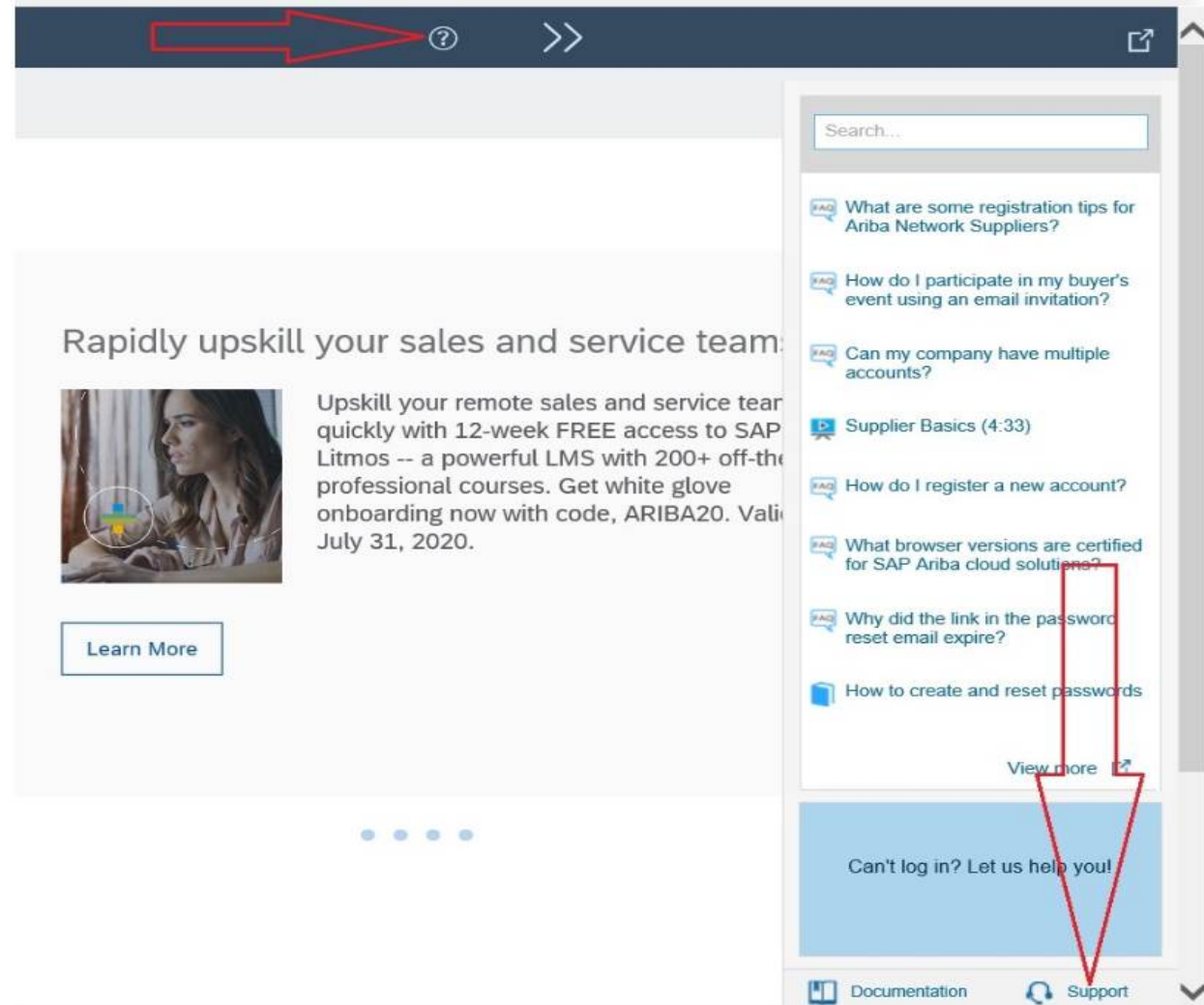
- A notification icon and text: "Please add customer_support_sr_update@sap.com to your Safe Sender List. For a faster response, choose phone support."
- A "Problem Description" section with the following fields:
 - Short Description: *
 - Problem Type: *
 - Details: *
- A note: "For fast resolution, please include all relevant details in your case. For example:" followed by a bulleted list:
 - A detailed description of the issue including full navigational paths, actions performed prior to the issue.
 - Your expected results from the system.
 - Steps to replicate the issue.
 - Attach screenshots or recordings of the issue.
- File Attachment 1: No file chosen
- A "Contact Information" section with the following fields:
 - First Name: *
 - Last Name: *
 - Company: *
 - Email: *

On the right side, there is a "Recommendations*" sidebar with a search bar and a list of links:

- [How do I access and change the former administrator's account?](#)
- [How do I change my account's administrator?](#)
- [Where do I update the administrator information on my account?](#)
- [How can I access an account if the administrator has left the company?](#)
- [How do I contact the account administrator for my company?](#)
- [Preparer not reassigned in Purchase Requisition](#)
- [Where can I find Standard Account documentation?](#)
- [Error: "Your company has already connected with this buyer company using a different account and Ariba Network ID \(ANID\)"](#)

Account Help & Questions

- Select the question mark “?” symbol
- Use the Search bar to browse common Help questions, such as resetting the account password, or
- Select “Support” to contact SAP Ariba regarding a Help question not found in the Search bar



Thank you

For support, contact SupplierInformationManagement@kla.com



Manuel d'utilisation Supplier Lifecycle and Performance

Aide administrative au Fournisseur

Changer la langue et le pays

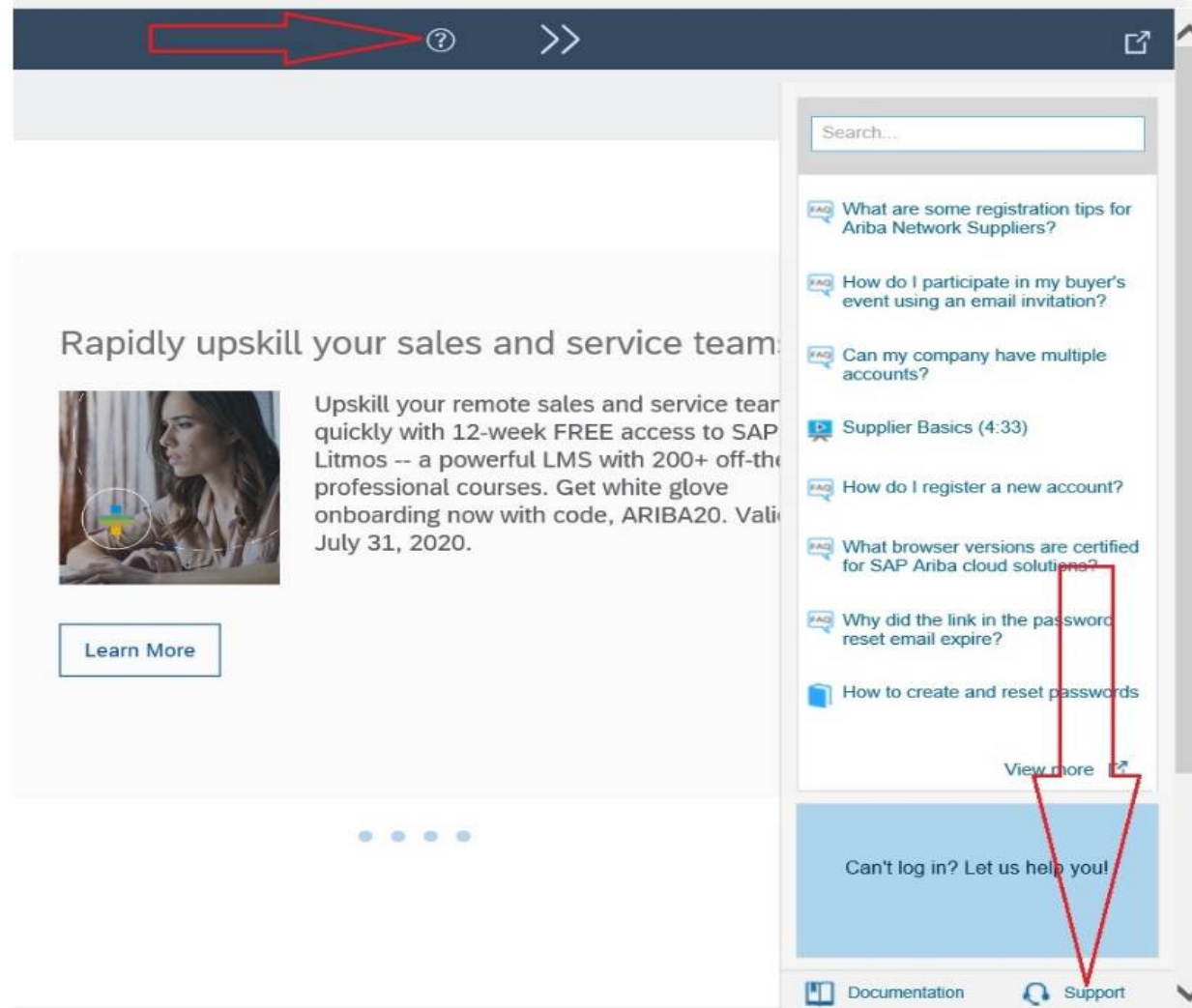
1. Se connecter à SAP Ariba SLP
2. Aller sur l'icône de votre compte sur la droite de l'écran
3. Sélectionner "My Account"
4. Changer la langue sous "Preferences"
5. Si la langue que vous souhaitez n'est pas listée, alors aller dans "Search more" et sélectionner la langue, et "Done"
6. Cliquer sur "Save"
7. Se déconnecter, puis se reconnecter au SLP pour que les changements prennent effet.

The actual screen text will vary depending on the language you have already set as current default

The image displays two screenshots of the SAP Ariba Supplier portal. The top screenshot shows the 'My Account' dropdown menu with 'My Account' highlighted. The bottom screenshot shows the 'My Account' settings page with the 'Preferences' section highlighted, showing 'Preferred Language' set to German and 'Preferred Timezone' set to Brazilian Portuguese. A 'Save' button is also highlighted in the top right of the settings page.

Transfert du détenteur du compte

- Si le premier contact du Fournisseur n'a pas transmis les informations avant son départ, le Fournisseur peut contacter SAP Ariba pour obtenir l'accès au compte existant.
- Lien pour le formulaire de demande Fournisseur Ariba:
<https://service.ariba.com/Supplier.aw>
- Sélectionner le point d'interrogation “?”
- Sélectionner “Support”



Transfert du détenteur du compte

- Compléter le formulaire pour contacter le support de SAP Ariba

The screenshot shows the SAP Ariba Help Center email support form in a Google Chrome browser. The browser address bar shows the URL `uex.ariba.com/auc/support-center/email-webform`. The page header includes the SAP Ariba logo and the text "Help Center" with a search bar. Below the header are navigation links for "Home", "Learning", and "Support".

The main content area is titled "SAP Ariba Email Support" and contains the following sections:

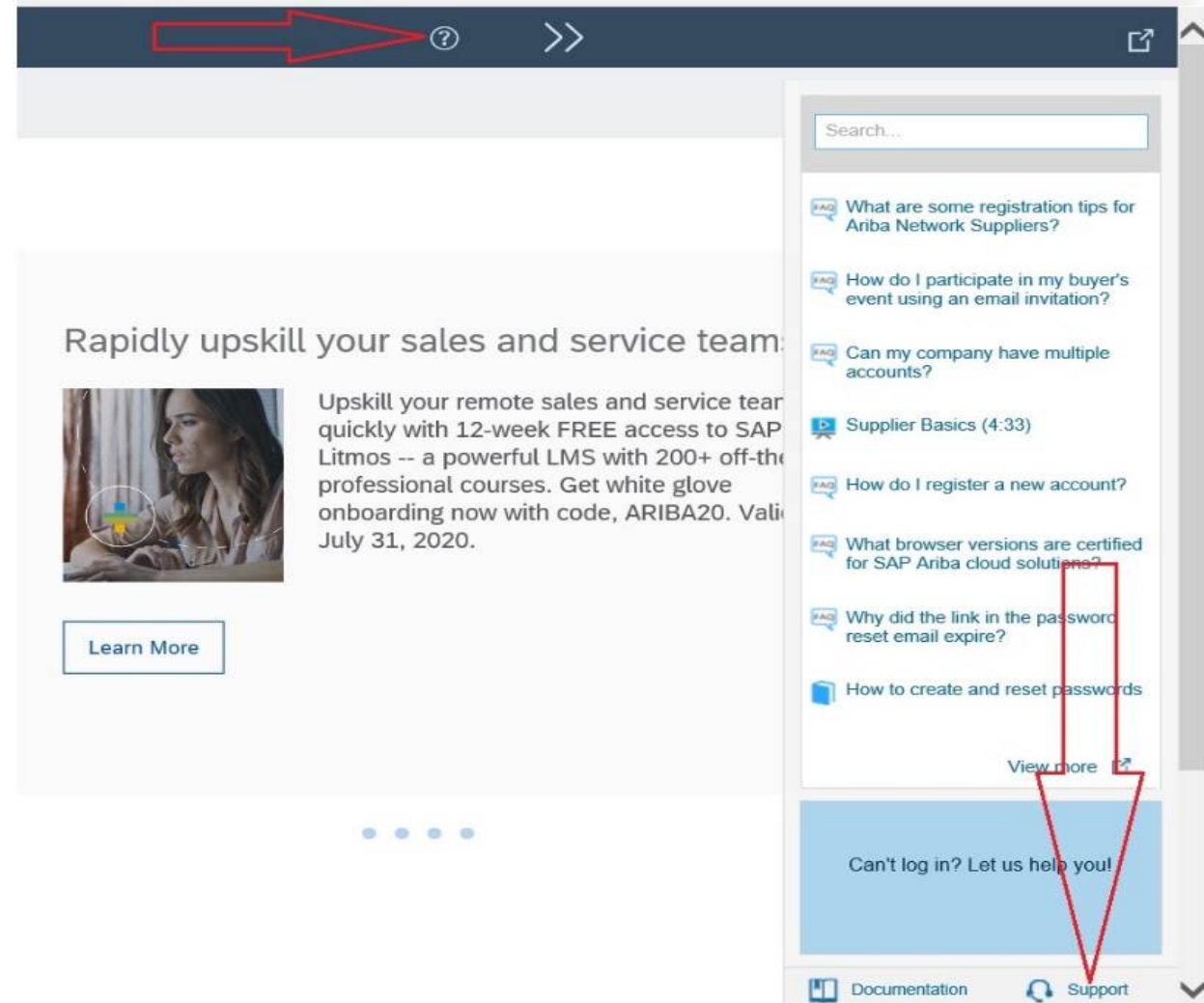
- Problem Description:**
 - Short Description: *
 - Problem Type: *
 - Details: *
- File Attachment 1:** No file chosen
- Contact Information:**
 - First Name: *
 - Last Name: *
 - Company: *
 - Email: *

On the right side, there is a "Recommendations*" section with a search bar and a list of links to related help articles:

- [How do I access and change the former administrator's account?](#)
- [How do I change my account's administrator?](#)
- [Where do I update the administrator information on my account?](#)
- [How can I access an account if the administrator has left the company?](#)
- [How do I contact the account administrator for my company?](#)
- [Preparer not reassigned in Purchase Requisition](#)
- [Where can I find Standard Account documentation?](#)
- [Error: "Your company has already connected with this buyer company using a different account and Ariba Network ID \(ANID\)"](#)

Aide et questions sur le compte

- Sélectionner le point d'interrogation “?”
- Utiliser la barre de recherche pour parcourir les aides concernant les questions courantes, tel que réinitialiser un mot de passe, ou
- Sélectionner “Support” pour contacter SAP Ariba, concernant l'aide pour une question non trouvée dans la barre de recherche



Merci

Contact pour le support : SupplierInformationManagement@kla.com



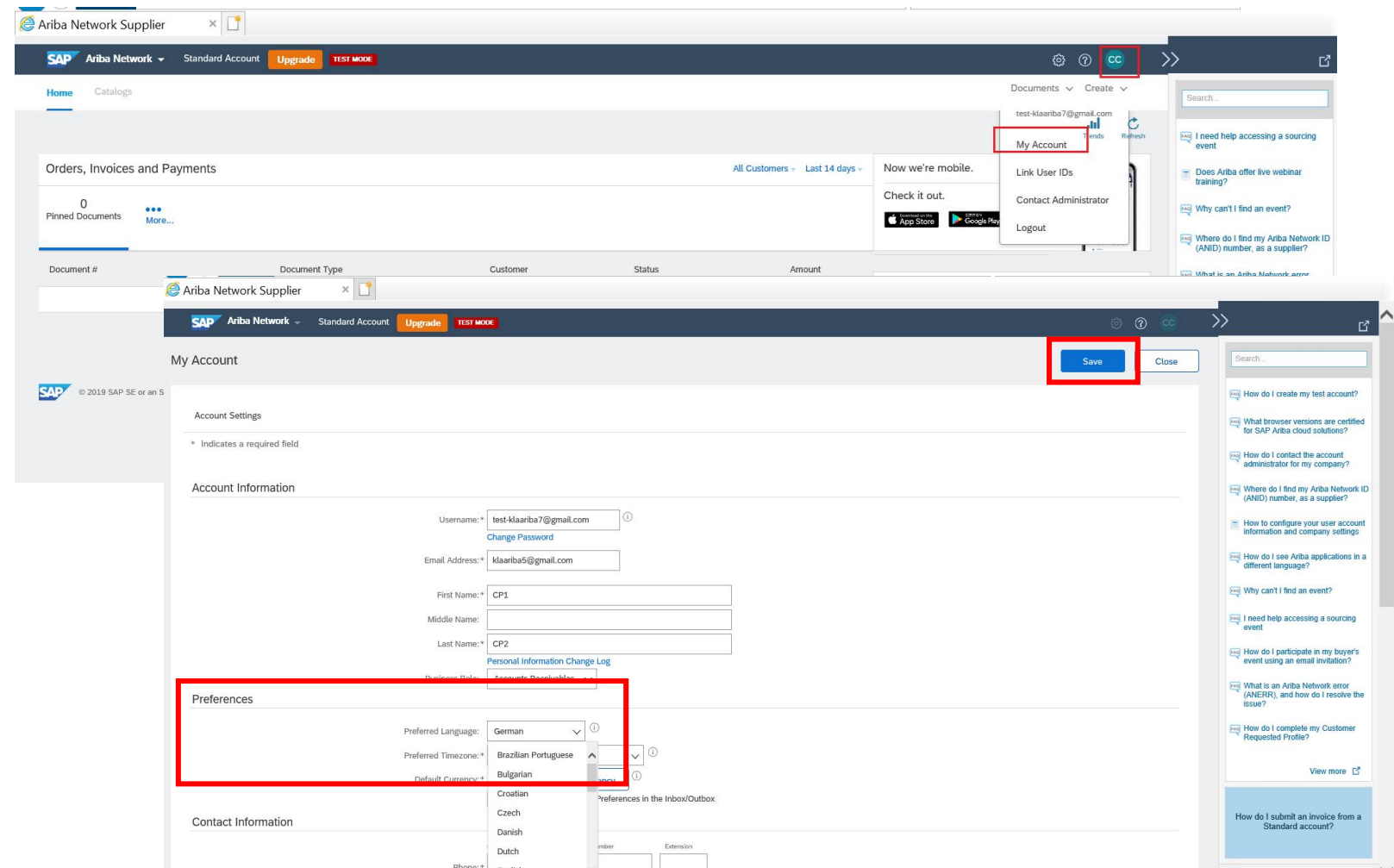
Supplier Lifecycle and Performance (SLP) Training

Einstellungen und Hilfe

Ändern der Spracheinstellungen

1. Melden Sie sich bei SAP Ariba SLP an
2. Gehen Sie zu Ihrem Konto-Symbol auf der rechten Seite des Bildschirms
3. Wählen Sie "My Account"
4. Ändern Sie die Sprache unter "Preferences"
5. Wenn die von Ihnen gewünschte Sprache nicht aufgeführt ist, dann gehen Sie auf „Search more" und wählen Sie die Sprache und "Done".
6. Bestätigen Sie mit "Save"
7. Melden Sie sich vorerst ab und wieder an damit die geänderten Einstellungen angezeigt werden.

Der tatsächliche Bildschirmtext hängt von der Sprache ab, die Sie bereits als aktuelle Voreinstellung festgelegt haben



Übertragung des Kontoinhabers

- Sollte der Hauptansprechpartner des Lieferanten sich geändert haben ohne dass eine Übergabe erfolgen konnte, so kann der SAP Ariba Support kontaktiert werden, um Zugriff auf das bestehende Konto zu erhalten.
- Link zum Support Formular <https://service.ariba.com/Supplier.aw>
- Klicken Sie auf das Fragezeichen
- Und wählen Sie "Support"

The screenshot shows the SAP Ariba Supplier portal interface. At the top, a dark navigation bar contains a question mark icon (highlighted with a red arrow) and a double arrow icon. Below this is a search bar and a list of frequently asked questions (FAQs). The main content area features a promotional banner for 'Rapidly upskill your sales and service team' with a 'Learn More' button. A sidebar on the right contains a search bar and a list of frequently asked questions (FAQs) such as 'What are some registration tips for Ariba Network Suppliers?' and 'How do I participate in my buyer's event using an email invitation?'. A 'View more' link is also present in the sidebar. At the bottom, a blue banner reads 'Can't log in? Let us help you!' and a navigation bar contains 'Documentation' and 'Support' (highlighted with a red arrow).

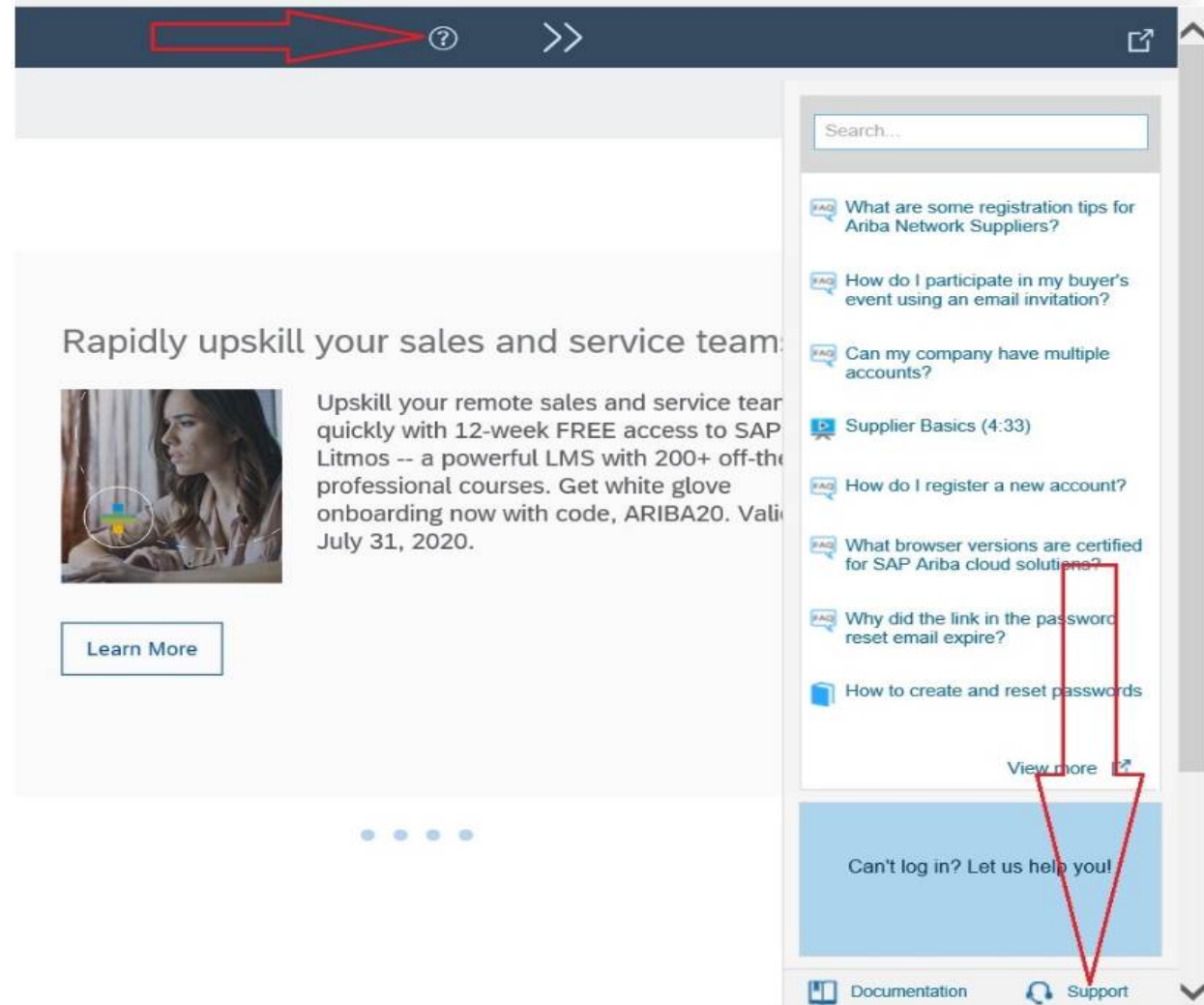
Übertragung des Kontoinhabers

- Füllen Sie das Kontaktformular aus, um eine SAP Ariba Supportanfrage zu stellen

The screenshot shows the SAP Ariba Help Center interface in a Google Chrome browser. The address bar shows the URL `uex.ariba.com/auc/support-center/email-webform`. The page title is "SAP Ariba Help Center". The main content area is titled "SAP Ariba Email Support" and contains a form for submitting a support request. The form includes a "Problem Description" section with fields for "Short Description" (containing "Account Reassignment"), "Problem Type" (a dropdown menu), and "Details" (a large text area). Below the "Details" field, there is a note: "For fast resolution, please include all relevant details in your case. For example:" followed by a bulleted list: "A detailed description of the issue including full navigational paths, actions performed prior to the issue.", "Your expected results from the system.", "Steps to replicate the issue.", and "Attach screenshots or recordings of the issue." There is also a "File Attachment 1:" field with a "Choose File" button and the text "No file chosen". The "Contact Information" section at the bottom has fields for "First Name", "Last Name", "Company", and "Email". On the right side, there is a "Recommendations*" sidebar with a search bar and a list of links to related help articles, such as "How do I access and change the former administrator's account?", "How do I change my account's administrator?", "Where do I update the administrator information on my account?", "How can I access an account if the administrator has left the company?", "How do I contact the account administrator for my company?", "Preparer not reassigned in Purchase Requisition", "Where can I find Standard Account documentation?", and "Error: 'Your company has already connected with this buyer company using a different account and Ariba Network ID (ANID)'".

Generelle Fragen und Hilfen zu Ihrem Konto

- Wählen Sie das Fragezeichen Symbol
- Verwenden Sie die Suchleiste um allgemeine Hilfefragen zu durchsuchen, wie z.B. das Zurücksetzen des Kontopassworts, usw.
- Wählen Sie "Support" um SAP Ariba bezüglich einer Anfrage zu kontaktieren, die Sie nicht über die Suchfunktion beantworten konnten.



Vielen Dank

Für Supportanfragen kontaktieren Sie Bitte:

SupplierInformationManagement@kla.com



Supplier Lifecycle and Performance User Manual

管理サポート



言語設定

1. SLPにログインする
2. 右上の名前のアイコンをクリックして”マイアカウント”を選択する
3. 優先設定の項目で”優先言語”から言語を選択してください
4. “保存”をクリックします
5. 一度、ログアウトして再度ログインすると選択した言語で表示されます

The screenshot shows the SAP Ariba Network user interface. At the top, there is a navigation bar with 'SAP Ariba Network', 'スタンダードアカウント', 'アップグレード', and 'テストモード'. Below this, there are links for 'ホーム' and 'カタログ'. The main content area displays 'オーダー、請求書、および支払い' with filters for 'すべての顧客' and '過去14日間'. A notification for '0 ピン留めしたドキュメント' is visible. The '優先設定' (Priority Settings) section is highlighted, showing dropdown menus for '優先言語' (Priority Language) set to '日本語', '優先タイムゾーン' (Priority Time Zone) set to '米国/太平洋', and '通常の通貨' (Normal Currency) set to '日本円'. A '通貨の選択' (Currency Selection) button is also present. At the bottom, there are '保存' (Save) and '閉じる' (Close) buttons. On the right side, a user profile dropdown menu is open, showing '姓名' (Name) as 'test24@kla-tencor.com' and 'マイアカウント' (My Account) highlighted in red. Other options include 'ユーザー ID のリンク', '管理者の連絡先', and 'ログアウト'. A scrollable list of languages is also visible on the right, including 'イタリア語', 'オランダ語', 'ギリシャ語', 'クロアチア語', 'スウェーデン語', 'スペイン語', 'チェコ語', 'デンマーク語', 'ドイツ語', 'トルコ語', 'ノルウェー語', 'ハンガリー語', 'フィンランド語', 'ブラジルポルトガル語', and 'フランス語'.

アカウントオーナー変更①

- ご担当者がアカウント情報を引き継がないまま退職した場合、SAP Aribaにご連絡頂く事でご使用中のアカウント情報にアクセスする事ができます
- Ariba Supplier 質問フォームはこちら:
<https://service.ariba.com/Supplier.aw>
- 上部の“?” マークをクリックします
- “サポート”を選択します

The screenshot shows the SAP Ariba Supplier portal interface. The top navigation bar includes 'SAP Ariba Network', 'スタンダードアカウント', 'アップグレード', 'テストモード', a settings gear icon, a question mark icon (highlighted with a red box and an arrow), and '名姓'. Below the navigation bar, there are sections for 'ホーム', 'カタログ', 'オーダー、請求書、および支払い', and a table with columns 'ドキュメント番号', 'ドキュメントの種類', '顧客', '状況', and '金額'. The table content shows '項目はありません'. On the right side, there is a search bar and a list of FAQ items. At the bottom right, there are buttons for 'ドキュメント' and 'サポート' (highlighted with a red box).

アカウントオーナー変更②

- SAP Ariba supportへご連絡頂くフォームを入力してください

The screenshot shows the SAP Ariba Help Center email support form. The browser address bar shows the URL `uex.ariba.com/auc/support-center/email-webform`. The page header includes the SAP Ariba logo and a search bar. The main content area is titled "SAP Ariba Email Support" and contains the following sections:

- Problem Description:**
 - Short Description: *
 - Problem Type: *
 - Details: *
- File Attachment 1:** No file chosen
- Contact Information:**
 - First Name: *
 - Last Name: *
 - Company: *
 - Email: *

On the right side, there is a "Recommendations*" sidebar with a search bar and several FAQ links:

- [How do I access and change the former administrator's account?](#)
- [How do I change my account's administrator?](#)
- [Where do I update the administrator information on my account?](#)
- [How can I access an account if the administrator has left the company?](#)
- [How do I contact the account administrator for my company?](#)
- [Preparer not reassigned in Purchase Requisition](#)
- [Where can I find Standard Account documentation?](#)
- [Error: "Your company has already connected with this buyer company using a different account and Ariba Network ID \(ANID\)"](#)

サポート・お問い合わせ

- 上部の“?”マークをクリックします
- パスワードのリセットなど、一般的な質問は検索欄に入力をして検索してください
- 検索しても該当がない場合は“サポート”をクリックしてSAP Aribaにご連絡ください

The screenshot displays the SAP Ariba user interface. At the top, the navigation bar includes 'SAP Ariba Network', 'スタンダードアカウント', 'アップグレード', 'テストモード', a settings gear icon, a question mark icon (highlighted with a red box and an arrow), and the user's name '名姓'. Below the navigation bar, the main content area shows a search bar (highlighted with a red box) and a list of documents. The search bar contains the text '検索...'. The list of documents is currently empty, displaying '項目はありません'. At the bottom of the page, there is a footer with the SAP logo, copyright information, and a 'サポート' (Support) button (highlighted with a red box). The URL in the browser address bar is '//service.ariba.com/Supplier.aw/125032038/aw?awh=r...'. On the right side, there is a sidebar with a search bar and a list of frequently asked questions (FAQs) related to SAP Ariba events and error handling.

ありがとうございました

お問い合わせはこちらまで

SupplierInformationManagement@kla.com



A hand in a dark suit jacket is pointing towards a glowing lightbulb icon. The lightbulb is surrounded by a circular glow and various business-related icons such as gears, charts, speech bubbles, and communication symbols. The background is dark and textured.

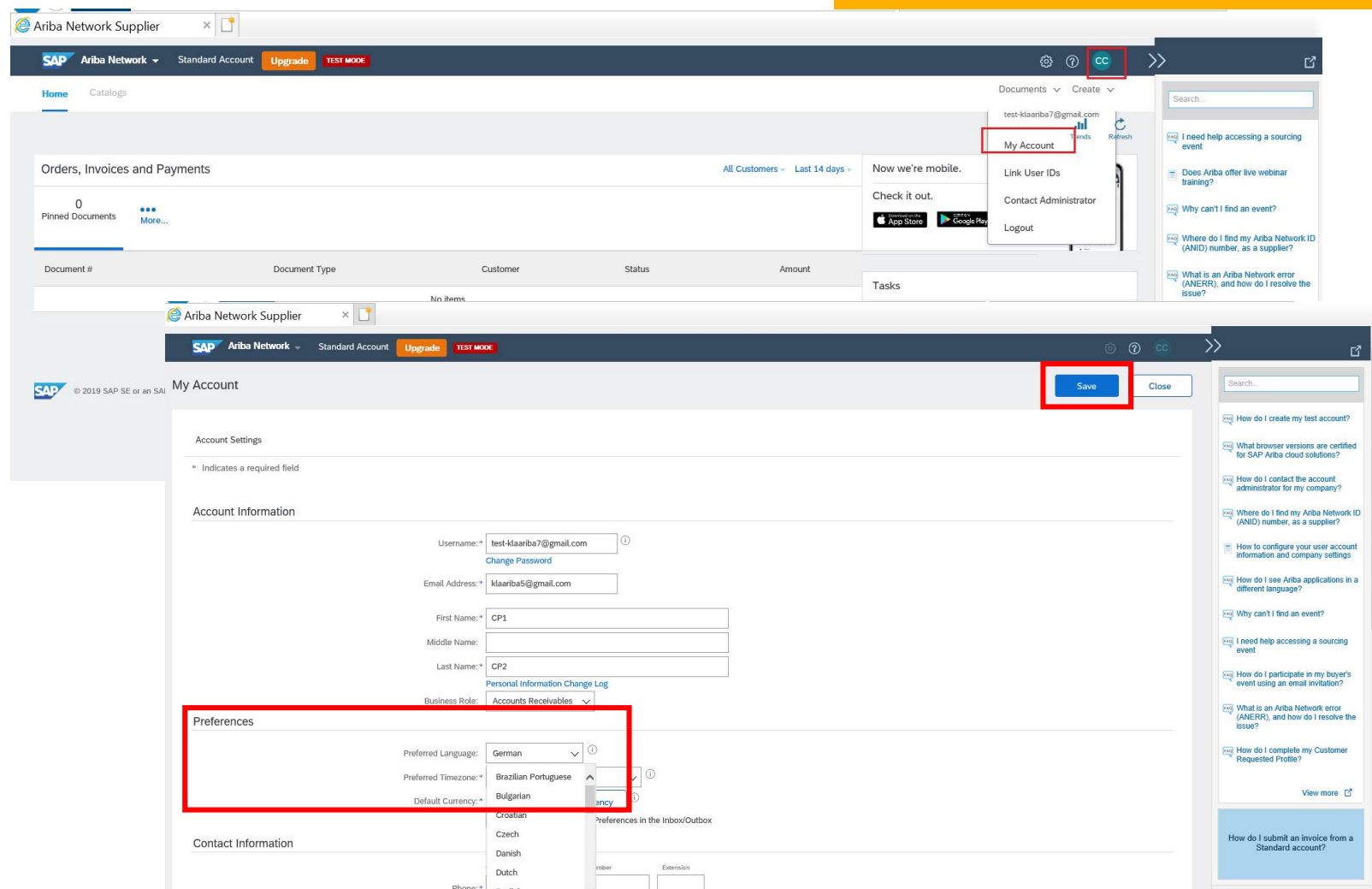
供应商合作周期和绩效使用指南

操作的说明和帮助

更改屏幕显示语言

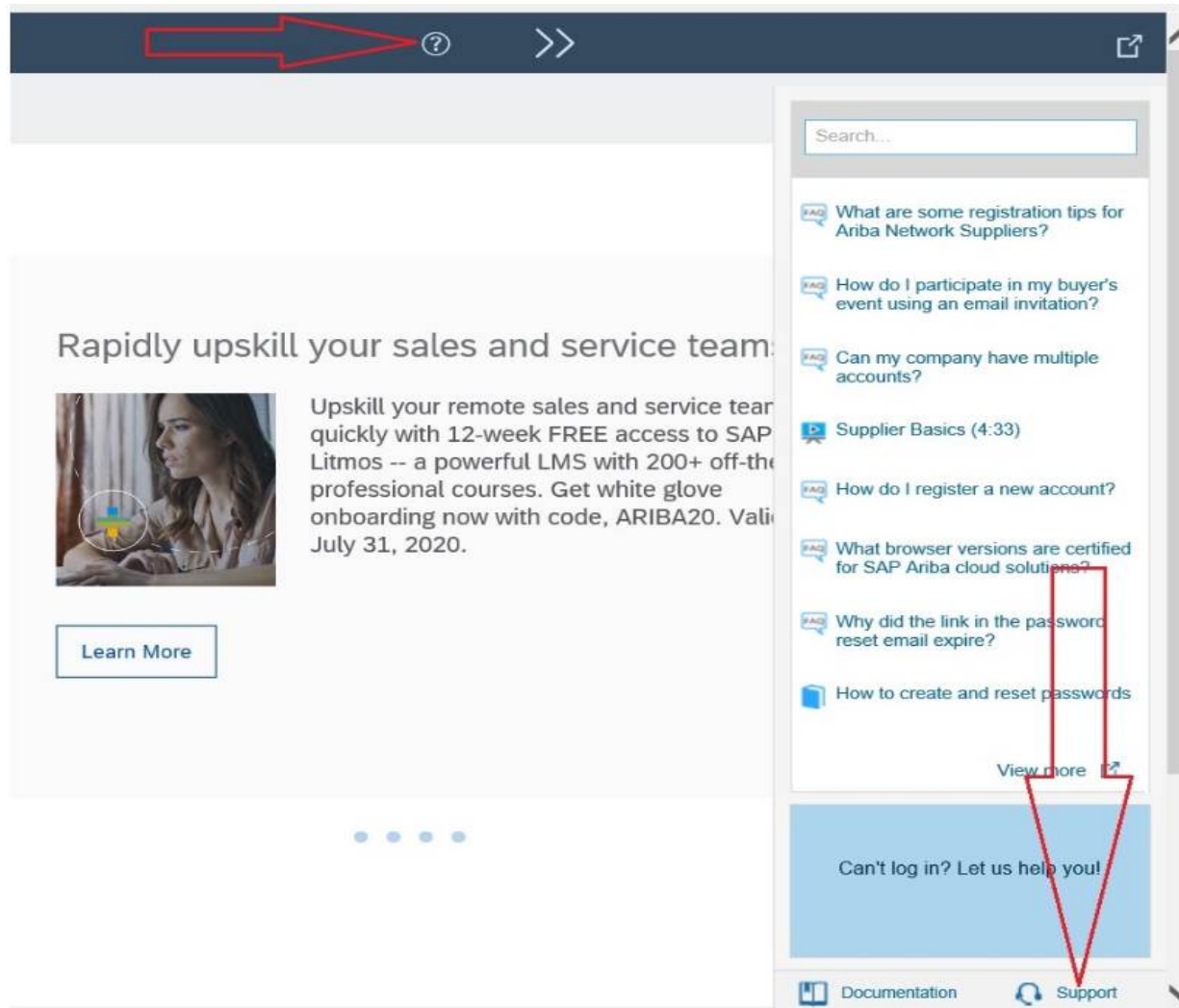
1. 登录进SAP Ariba SLP
2. 进入 your account, 在屏幕的右边
3. 选择 “My Account”
4. 在下拉菜单 “Preferences” 中选择你需要的语言
5. 如果你需要的语言不在列表里, 请选择 “Search more” 选择更多语言, 并按 “Done”
6. 点击 “Save”
7. 退出系统, 重新登录后会看到选择的语言界面

实际的屏幕语言可能不是英文, 取决于默认的语言



账户所有者更改

- 供应商的账户所有者如果离职了没有提供账户交接,供应商可以联系 SAP Ariba 获得他/她目前账户的权限和信息
- Ariba 供应商问题表格:
<https://service.ariba.com/Supplier.aw>
- 选择问号 “?”
- 选择 “Support”



账户所有者更改

- 完成表格并联系SAP Ariba 支持

Help & Support - Google Chrome

uex.ariba.com/auc/support-center/email-webform

SAP Ariba Help Center

Home Learning Support

SAP Ariba Email Support

Please add customer_support_sr_update@sap.com to your Safe Sender List. For a faster response, choose [phone support](#).

Problem Description

Short Description: *

Problem Type: *

Details: *

For fast resolution, please include all relevant details in your case. For example:

- A detailed description of the issue including full navigational paths, actions performed prior to the issue.
- Your expected results from the system.
- Steps to replicate the issue.
- Attach screenshots or recordings of the issue.

File Attachment 1: No file chosen

Contact Information

First Name: *

Last Name: *

Company: *

Email: *

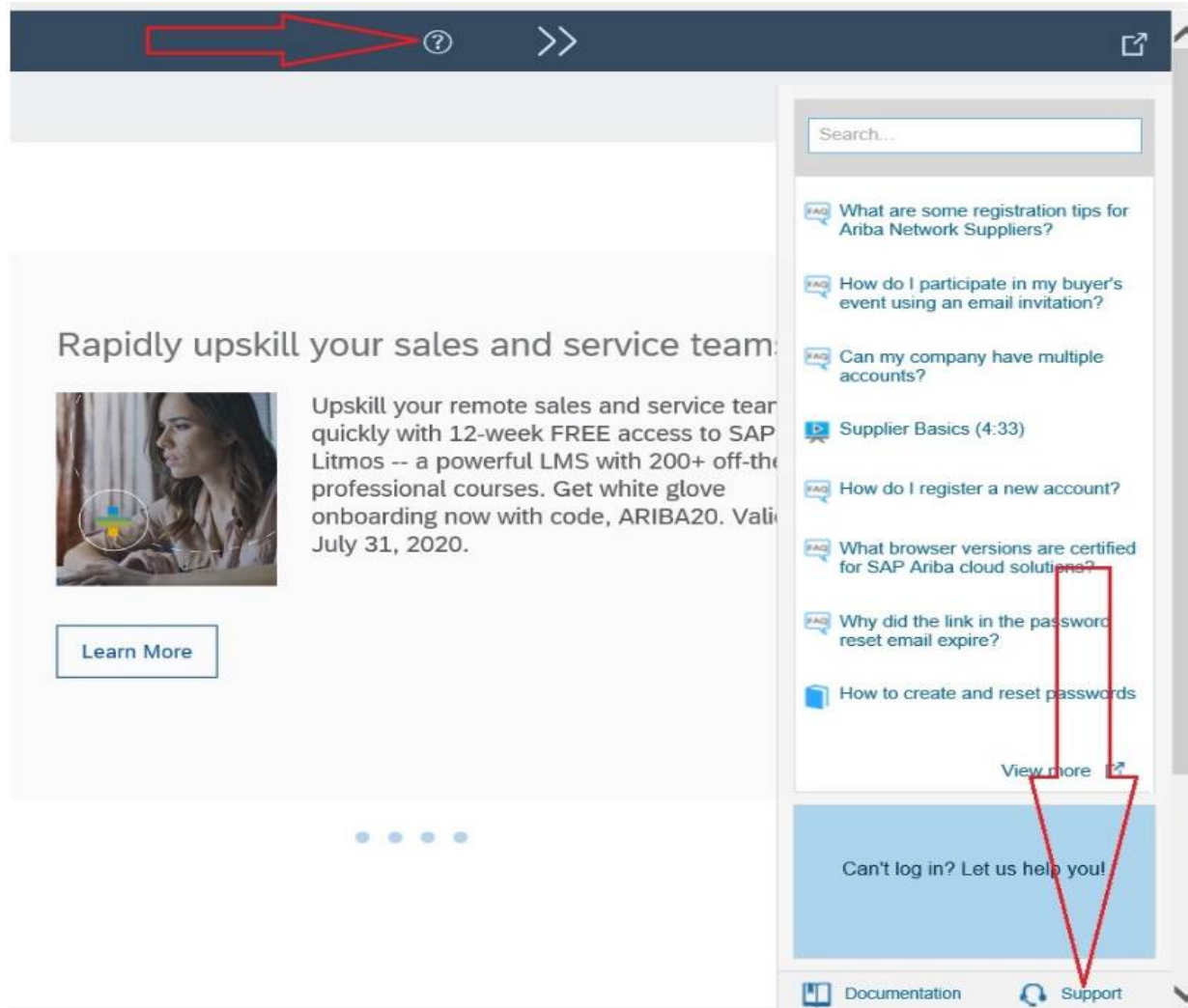
Recommendations*

Search

- [How do I access and change the former administrator's account?](#)
- [How do I change my account's administrator?](#)
- [Where do I update the administrator information on my account?](#)
- [How can I access an account if the administrator has left the company?](#)
- [How do I contact the account administrator for my company?](#)
- [Preparer not reassigned in Purchase Requisition](#)
- [Where can I find Standard Account documentation?](#)
- [Error: "Your company has already connected with this buyer company using a different account and Ariba Network ID \(ANID\)"](#)

帮助和问题

- 选择问号“?”
- 在下拉菜单中选择通用的问题，例如重置密码等
- 如果下单菜单中没有你要选择的问题，请点击“Support”联系SAP Ariba 支持



谢谢

如有问题或者需要帮助，请联系

SupplierInformationManagement@kla.com



Supplier Lifecycle and Performance User Manual

Supporto amministrativo al fornitore

Changing Front End Screen Language

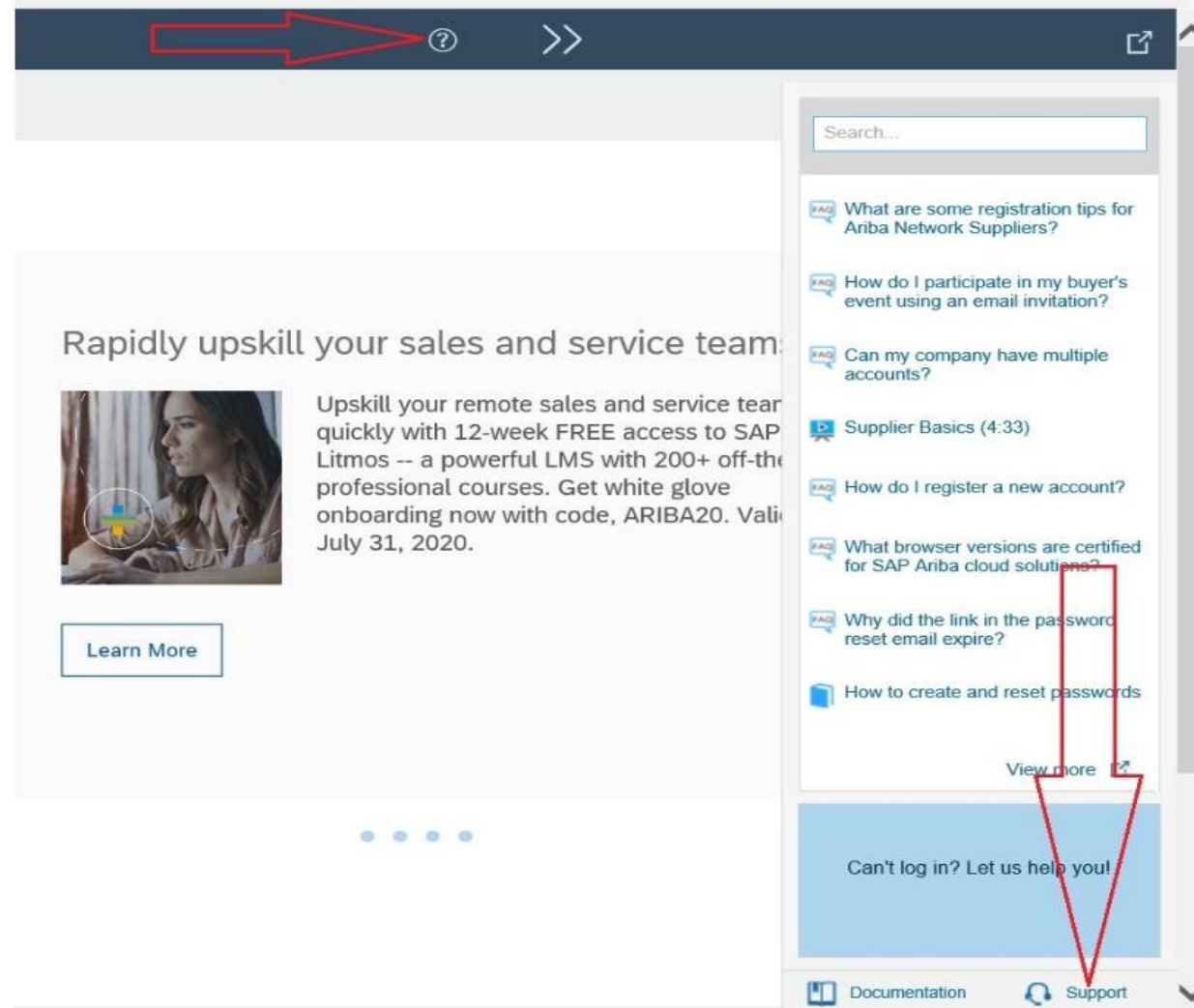
1. Accedere a SAP Ariba SLP
2. Vai all'icona del tuo account a destra del tuo schermo
3. Seleziona "My Account"
4. Cambia la lingua sotto "Preferences"
5. Se la lingua che desideri non é nella lista, vai a "Search more" e seleziona la lingua e clicca "Done"
6. Clicca "Save"
7. Esci e accedi nuovamente ad SLP affinché le modifiche vengano apportate

The actual screen text will vary depending on the language you have already set as current default

The image displays two screenshots of the SAP Ariba SLP interface. The top screenshot shows the 'My Account' dropdown menu with 'My Account' highlighted. The bottom screenshot shows the 'My Account' settings page with the 'Preferences' section highlighted, showing the 'Preferred Language' dropdown set to 'German'.

Account Owner Transfer

- Nel caso in cui il primo contatto del fornitore non abbia fornito le informazioni necessarie prima dell'inizio, allora il fornitore può contattare SAP ARIBA per ottenere l'accesso al profilo esistente
- Link del modulo di richiesta del fornitore:
<https://service.ariba.com/Supplier.aw>
- Selezionare il simbolo del punto interrogativo “?”
- Selezionare “Support”



Account Owner Transfer (cont.)

- Completare il modulo per contattare il servizio di supporto di SAP Ariba

The screenshot shows the SAP Ariba Help Center email support form in a Google Chrome browser. The browser address bar shows the URL `uex.ariba.com/auc/support-center/email-webform`. The page header includes the SAP Ariba logo and the text "Help Center" with a search bar. Below the header are navigation links for "Home", "Learning", and "Support".

The main content area is titled "SAP Ariba Email Support" and contains the following sections:

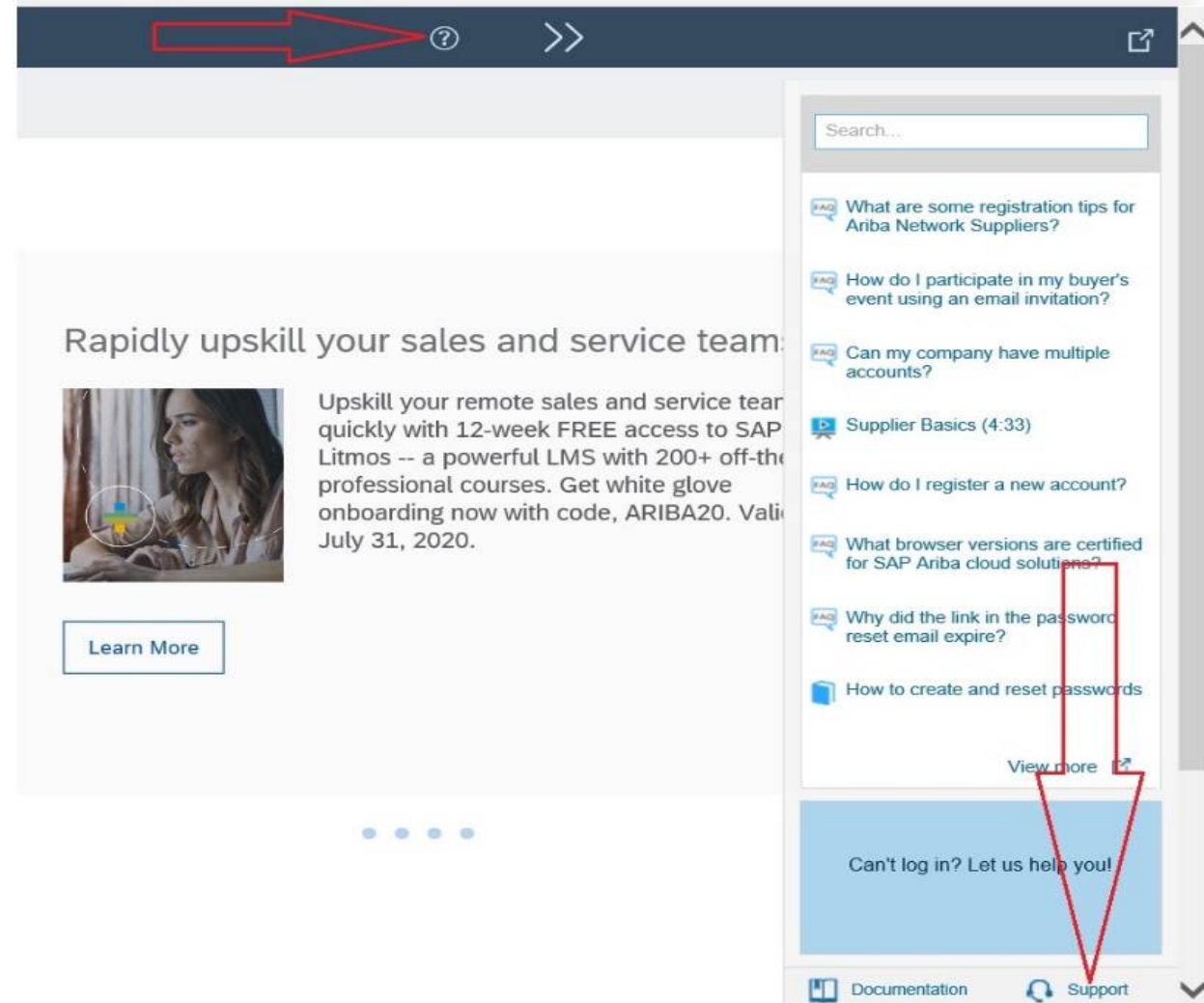
- Problem Description:**
 - Short Description: *
 - Problem Type: *
 - Details: *
- File Attachment 1:** No file chosen
- Contact Information:**
 - First Name: *
 - Last Name: *
 - Company: *
 - Email: *

On the right side, there is a "Recommendations*" section with a search bar and a list of links to help articles:

- [How do I access and change the former administrator's account?](#)
- [How do I change my account's administrator?](#)
- [Where do I update the administrator information on my account?](#)
- [How can I access an account if the administrator has left the company?](#)
- [How do I contact the account administrator for my company?](#)
- [Preparer not reassigned in Purchase Requisition](#)
- [Where can I find Standard Account documentation?](#)
- [Error: "Your company has already connected with this buyer company using a different account and Ariba Network ID \(ANID\)"](#)

Account Help & Questions

- Selezionare il simbolo del punto interrogativo "?"
- Utilizzare la barra di ricerca per individuare le domande di supporto più frequenti come ad esempio la nuova creazione di password, oppure
- Selezionare "Support" per contattare SAP Ariba in merito a domande non presenti nella barra di ricerca



Grazie

Per supporto, contattare SupplierInformationManagement@kla.com

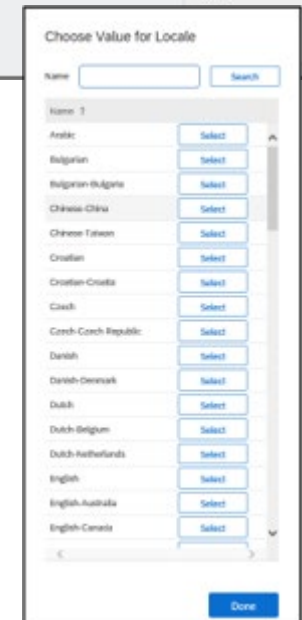
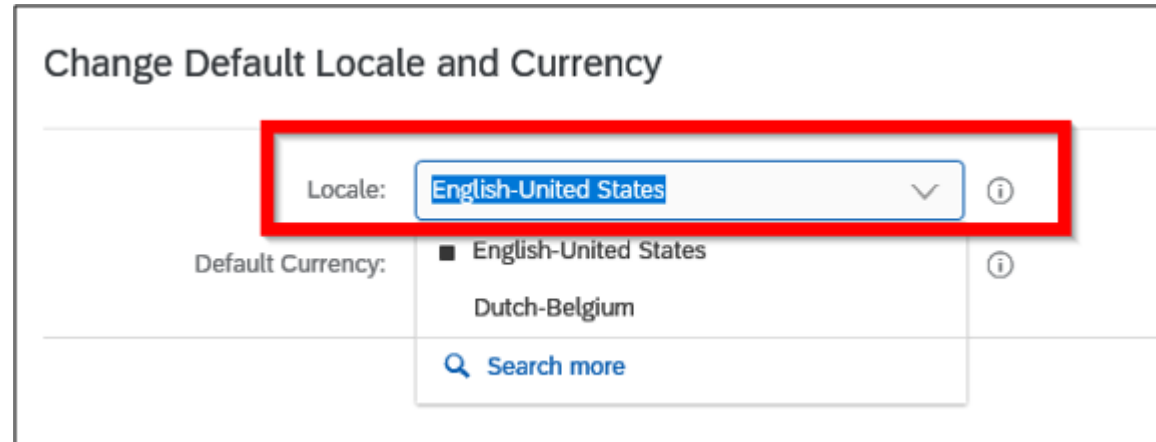
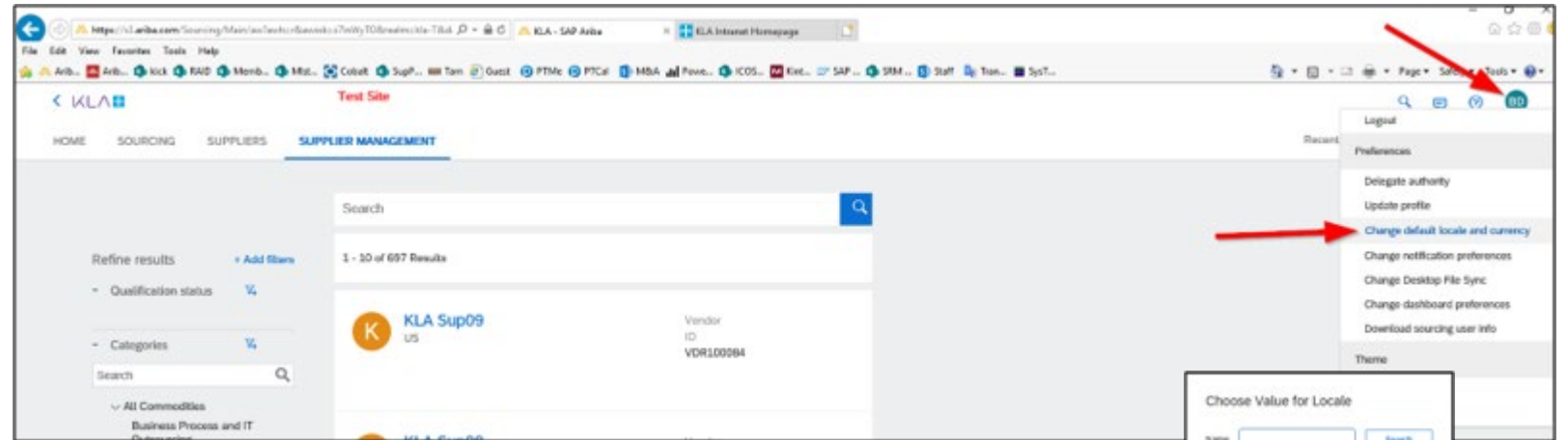


공급업체 수명주기 · 성과
(Supplier Lifecycle and
Performance) 사용자 매뉴얼
공급업체 행정 지원

프런트 엔드 화면 언어 변경

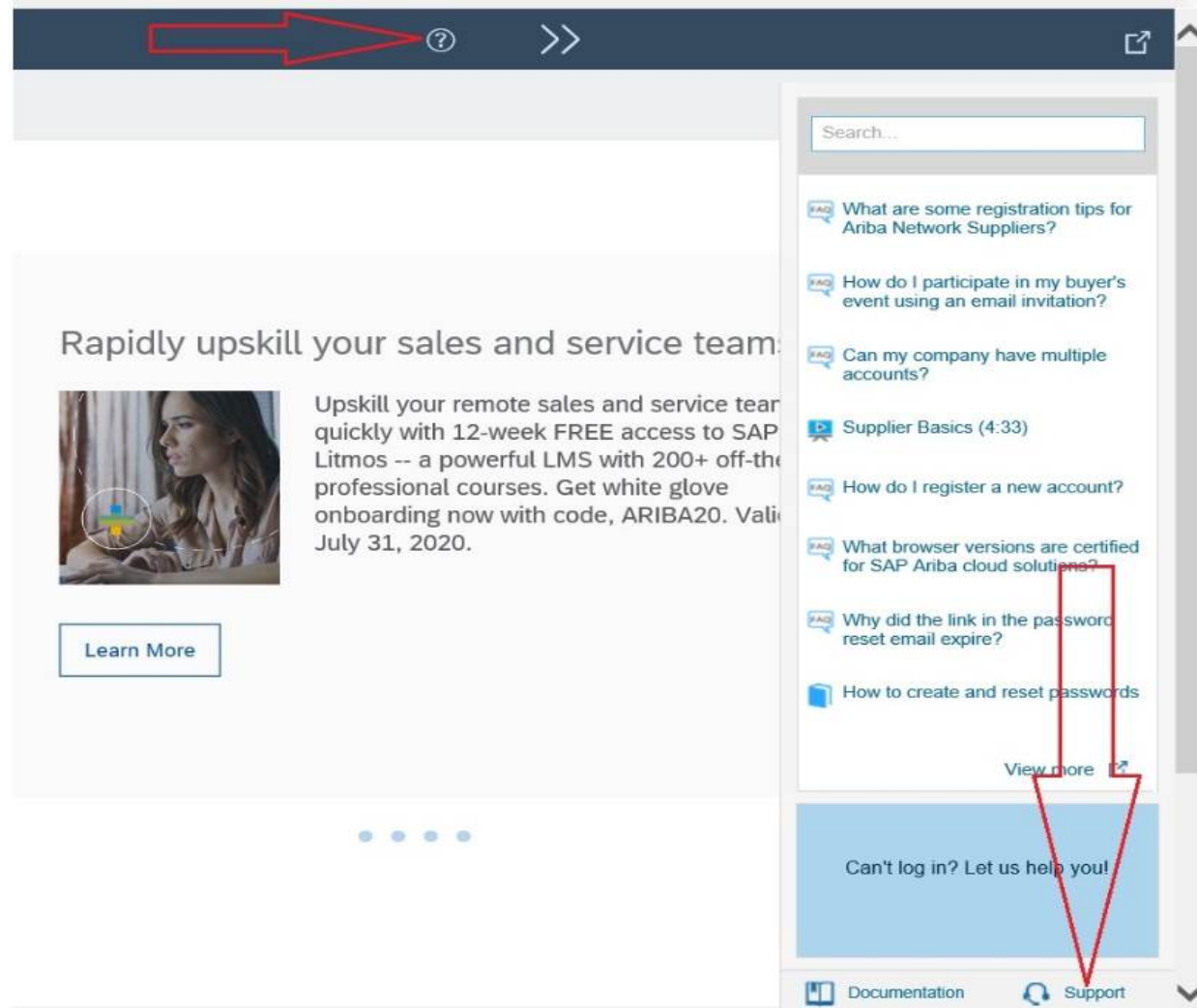
현재 기본값으로 이미 설정되어 있는 언어에 따라 실제 화면 텍스트는 다릅니다.

1. SAP 아리바 SLP에 로그인 합니다.
2. 화면 오른쪽의 계정 아이콘을 클릭합니다.
3. “기본 로케일 및 통화 변경(My Account)”을 선택합니다.
4. “로케일(Preferences)”에서 언어를 변경합니다.
5. 원하는 언어가 목록에 없는 경우, “더 검색(Search more)”을 클릭하고 해당 언어를 선택한 후 “완료(Done)”를 클릭합니다.
6. “확인(Save)”을 클릭합니다.
7. 변경 사항 적용을 위해 로그아웃 한 후 SLP에 다시 로그인 합니다.



계정 소유자 이전

- 공급업체의 초기 연락담당자가 바뀌기 전에 정보를 인계하지 않은 경우, 공급업체는 SAP 아리바에 문의하여 기존 계정 프로필에 대한 액세스 권한을 얻을 수 있습니다.
- 아리바 공급업체 문의 양식 링크: <https://service.ariba.com/Supplier.aw>
- 물음표 “?” 기호를 선택합니다.
- “지원(Support)”을 선택합니다.



계정 소유자 이전(계속)

- SAP 아riba 지원 센터에 문의하기 위해 양식 작성을 완료합니다

Help & Support - Google Chrome

uex.ariba.com/auc/support-center/email-webform

SAP Ariba Help Center

Home Learning Support

SAP Ariba Email Support

Please add customer_support_sr_update@sap.com to your Safe Sender List. For a faster response, choose [phone support](#).

Problem Description

Short Description: * Account Reassignment

Problem Type: * Please Select

Details: *

For fast resolution, please include all relevant details in your case. For example:

- A detailed description of the issue including full navigational paths, actions performed prior to the issue.
- Your expected results from the system.
- Steps to replicate the issue.
- Attach screenshots or recordings of the issue.

File Attachment 1: Choose File No file chosen

Contact Information

First Name: *

Last Name: *

Company: *

Email: *

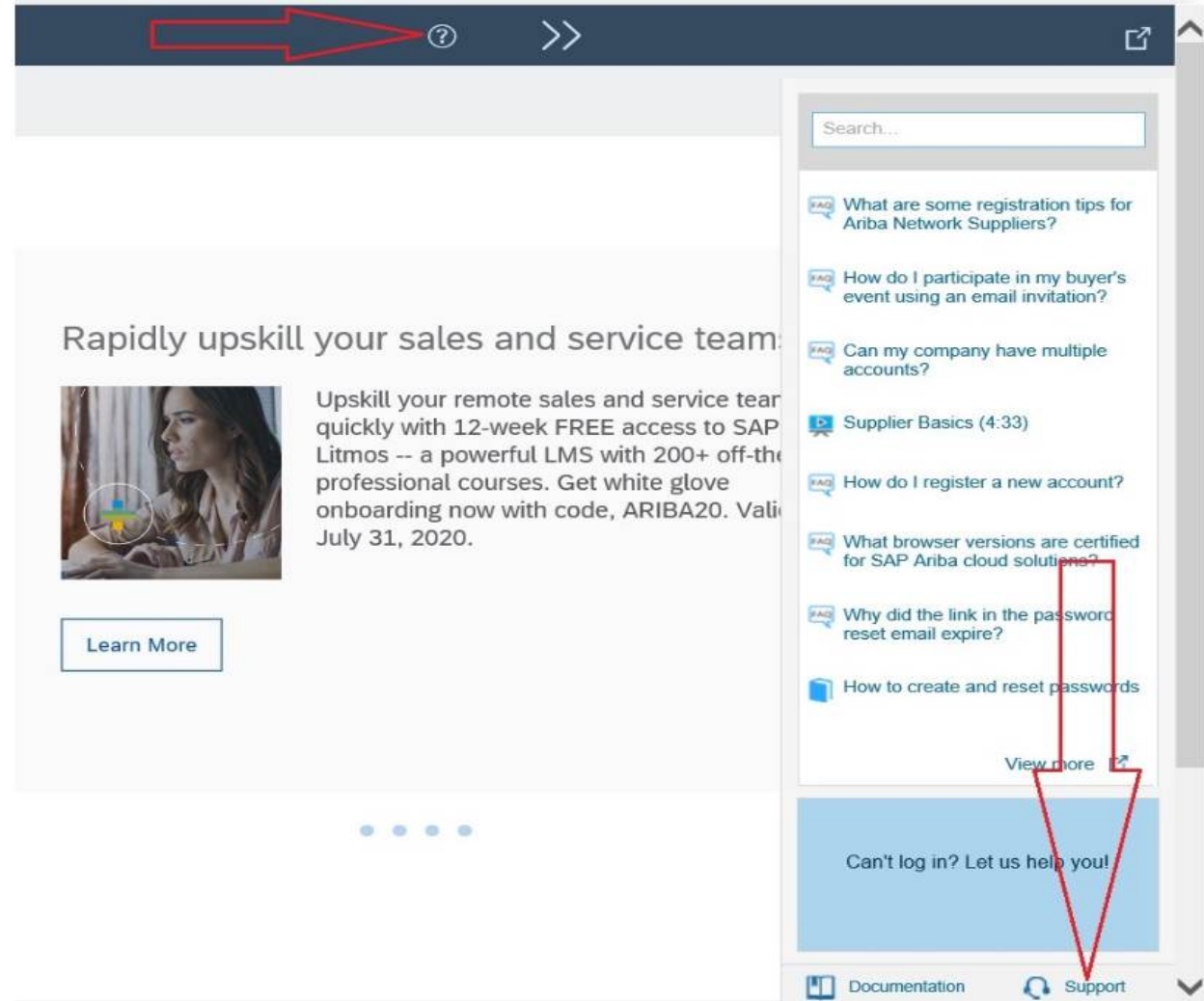
Recommendations*

Search

- [How do I access and change the former administrator's account?](#)
- [How do I change my account's administrator?](#)
- [Where do I update the administrator information on my account?](#)
- [How can I access an account if the administrator has left the company?](#)
- [How do I contact the account administrator for my company?](#)
- [Preparer not reassigned in Purchase Requisition](#)
- [Where can I find Standard Account documentation?](#)
- [Error: "Your company has already connected with this buyer company using a different account and Ariba Network ID \(ANID\)"](#)

계정 도움 & 문의

- 물음표 “?” 기호를 선택합니다.
- 검색창을 사용하여 계정 암호 재설정과 같은 자주 묻는 질문을 검색하거나,
- 검색창에서 찾을 수 없는 질문은 “지원(Support)”을 클릭하여 SAP 아리바에 문의합니다.



감사합니다.

문의 사항은 아래 이메일 주소로 문의하시기 바랍니다.

SupplierInformationManagement@kla.com

