

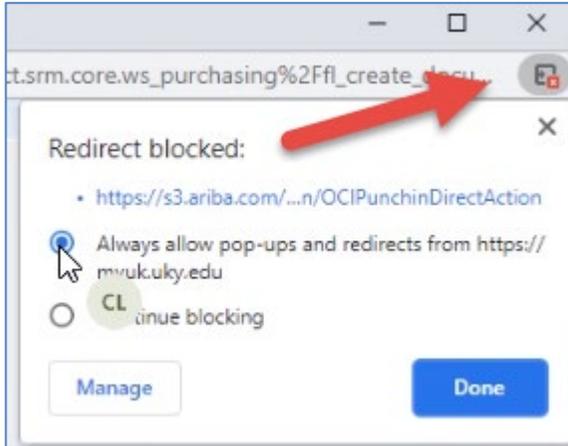
Ariba Tips and General Information

Listed below are general tips and information for Shoppers relating to shopping on the SAP Ariba Network. Note: This document will be occasionally updated with new information.

(Last Update: 9-25-21)

Role: Shopper	Frequency: As Needed
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First-time Ariba Access

<p>1. Pop-up Blockers</p>	<p>During their first time access to Ariba, Shoppers may encounter a pop-up blocker message at the top right of their SRM screen. Click on the pop-up blocker and allow all pop-up options for Ariba. This action may need to be performed twice depending on the browser.</p> 
<p>2. Ariba Click-Through Agreement</p>	<p>During their first access to Ariba from the SRM Add-Item menu, Shoppers will be presented with a Click-through agreement to accept. It is normal to accept and click through the Ariba agreement. When accessing some Level 1 (L1) e-catalogs on the network, you may also need to accept cookies or agree to individual click-through agreements on your first visit.</p>

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<p>3. Create Favorites tiles for frequent Level 1 (L1) catalogs</p>	<p>A good first step during your initial visit(s) to the Ariba Network is to identify the Level 1 (L1) suppliers whose catalogs you plan to frequently visit and set them as Favorites. Favorites tiles for each supplier will show in the Favorites panel on your landing page for easy future access to their catalogs. A separate Quick Reference Card is available on the Purchasing website Learning Page for current suppliers with steps to create Favorites tiles.</p>
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Catalog Usage and Navigation	
<p>1. Dell catalog search feature</p>	<p>Dell does not offer a search feature on their e-catalog within the Ariba Network. Shoppers should use the category hierarchy to identify needed items or the quotes tool if needed to load customized quotes.</p>
<p>2. Fisher Scientific</p>	<p>Shoppers may require a special security-related configuration on your local computer. If you have trouble shopping from Fisher Scientific, please contact srmhelp@uky.edu for assistance.</p>
<p>3. Blocking and item curation</p>	<p>Many supplier catalogs may have product blocking applied and not all items offered by a supplier will be available. If you need assistance to source needed items from the right supplier, contact the Purchasing Division for assistance.</p>

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Ariba Network General Tips

1. Favorites – Items and Shopping Lists	In addition to saving of Supplier tiles for Level 1 (L1) catalogs to the Ariba Landing page, Shoppers can also add individual items and create Shopping Lists that will show in the Favorites panel. This functionality should be used with caution due to pricing fluctuations for e-catalogs. Items or Shopping Lists saved as Favorites reflect pricing at a single point in time. If the Shopper saves individual items or Shopping Lists as Favorites, it will be at a static price and should only be for a short period. Otherwise, it is best practice to shop for and place item(s) into your Shopping Cart fresh from suppliers' e-catalogs to ensure the most current price.
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SRM Shopping Cart

1. Split by Quantity on Account Assignment	On the SRM Shopping Cart, assignment for "Split by Quantity" will no longer be available as part of the Ariba Network transition. Shoppers will only have the option to split by percentage. Split by percentage cost assignments can be set to one decimal point.
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