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## Supplier Lifecycle and Performance User Manual Supplier Administrative Help



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- <u>Italian</u>
- 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"
- 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



#### 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: <u>https://service.ariba.com/Supplier.aw</u>
- Select the question mark "?" symbol
- Select "Support"



### Account Owner Transfer (cont.)

 Complete the form to contact SAP Ariba support

Help & Support - Google Chrome	- 0
uex.ariba.com/auc/support-center/email-webform	
SAP Ariba Melp Center Search Q	
Home Learning Support	
SAP Ariba Email Support	Recommendations*
Please add customer_support_sr_update@sap.com to your Safe Sender List. For a faster response, choose phone support.	Search
Problem Description       * Account Reassignment         Problem Type:       * Please Select         Details:       *	<ul> <li>How do I access and change the former administrator's account?</li> <li>How do I change my account's administrator?</li> <li>Where do I update the administrator information on my account?</li> <li>How can I access an account if the administrator has left the company?</li> <li>How do I contact the account administrator for my company?</li> </ul>
File Attachment 1: Choose File No file chosen	Preparer not reassigned in Purchase Requisition
Contact Information	Where can I find Standard
First Name: *	Account documentation?
Last Name: *	Error: "Your company has already connected with this
Company: *	buyer company using a different account and Ariba Network ID
Email: *	(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 <u>SupplierInformationManagement@kla.com</u>





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### 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 lisée, alors aller dans "Search more" et sélectionner la langue, et "Done"
- 6. Cliquer sur "Save"
- Se déconnecter, puis se reconnecter au SLP pour que les changements prennent effet.



### 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: <u>https://service.ariba.com/Supplier.aw</u>
- Sélectionner le point d'interrogation "?"
- Sélectionner "Support"



### Transfert du détenteur du compte

 Complèter le formulaire pour contacter le support de SAP Ariba

Help & Support - Google Chrome			
uex.ariba.com/auc/support-center/email-webform	1		
SAP Ariba Help Center	irch	Q	
Home Learning Support			
			A
SAP Ariba Email Support		Re	ecommendations*
Please add customer_support_sr_update@sap.com to your Safe	e Sender List. For a faster response, choose	phone support.	Search
Problem Description Short Description: * Account Reassignment Problem Type: * Please Select	Y		How do Laccess and change the former administrator's account?
Details: *		ENG	How do I change my account's administrator?
		Exc	Where do I update the administrator information on my account?
		Eng	How can I access an account if
	Il relevant details in your case. For example: issue including full navigational paths, actions perfor	rmed prior to the issue.	the administrator has left the company?
Your expected results from     Steps to replicate the issue.     Attach screenshots or recor		End	How do I contact the account administrator for my company?
File Attachment 1: Choose File No file chosen			Preparer not reassigned in Purchase Requisition
Contact Information		FAG	Where can I find Standard
First Name: *			Account documentation?
Last Name: *			Error: "Your company has
Company: *			already connected with this buyer company using a different
Email: *			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 : <u>SupplierInformationManagement@kla.com</u>



# 

### Supplier Lifecycle and Performance (SLP) Training Einstellungen und Hilfe



### Ändern der Spracheinstellungen

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

- 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"
- 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"
- Melden Sie sich vorerst ab und wieder an damit die geänderten Einstellungen angezeigt werden.



### 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 <u>https://service.ariba.com/Supplier.aw</u>
- Klicken Sie auf das Fragezeichen
- Und wählen Sie "Support"



### Übertragung des Kontoinhabers

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

Help & Support - Google Chrome		
uex.ariba.com/auc/support-center/email-webform		
SAP Ariba 🕅 Help Center Searc	h	Q
Home Learning Support		
SAP Ariba Email Support		Recommendations*
Please add customer_support_sr_update@sap.com to your Safe S	ender List. For a faster response, choose phone	
		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?         Where do I update the administrator information on my account?         Prior to the issue.         How do I contact the account administrator for my company?
File Attachment 1: Choose File No file chosen		Preparer not reassigned in Purchase Requisition
Contact Information		B Where can I find Standard
First Name: *		Account documentation?
Last Name: *		Error: "Your company has already connected with this
Company: *		buyer company using a different account and Ariba Network ID
Email: *		(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.



### KLAH

# Vielen Dank

Für Supportanfragen kontaktieren Sie Bitte:

SupplierInformationManagement@kla.com





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### Supplier Lifecycle and Performance User Manual 管理サポート





- 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

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ホーム	カタログ			姓名 test24@kla-tencor.com
				マイアカウント
オーダ	ー、請求書、および支払い	すべての顧客 ▼ 過去14日間 ▼	モバイル	ユーザー ID のリンク
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ピン留め	したドキュメン その他 ト		र्क App १९४७ १९४७	ログアウト
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	優先タイムゾーン	▼ 米国/太平洋 v i		スウェーデン語
	通常の通貨		電話.*	スペイン語 チェコ語
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			郵便番号:*	トルコ語
			都道府県/州:*	
				ハンガリー語
			市区町村:*	515551100
		保存 閉じる	住所1:* 住所2	ブラジルポルトガル語 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: <u>https://service.ariba.com/Supplier.aw</u>
- 上部の"?" マークをクリックします
- "サポート"を選択します



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

Help & Support - Google Chrome	- 0
uex.ariba.com/auc/support-center/email-webform	
SAP Ariba Melp Center Search Q	
Home Learning Support	
SAP Ariba Email Support	Recommendations*
Please add customer_support_sr_update@sap.com to your Safe Sender List. For a faster response, choose phone support.	Search
Problem Description Short Description: * Account Reassignment Problem Type: * Please Select Details: * 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.	<ul> <li>How do I access and change the former administrator's account?</li> <li>How do I change my account's administrator?</li> <li>Where do I update the administrator information on my account?</li> <li>How can I access an account if the administrator has left the company?</li> <li>How do I contact the account administrator for my company?</li> </ul>
File Attachment 1: Choose File No file chosen	Preparer not reassigned in Purchase Requisition
Contact Information	Where can I find Standard
First Name: *	Account documentation?
Last Name: *	Error: "Your company has already connected with this
Company: *	buyer company using a different account and Ariba Network ID
Email: *	( <u>ANID)"</u>

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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





# ありがとうございました <u>お問い合わせはこちらまで</u> <u>SupplierInformationManagement@kla.com</u>



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# 供应商合作周期和绩效使用指南 操作的说明和帮助



- 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
- 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: <u>https://service.ariba.com/Supplier.aw</u>
- 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		- 0
uex.ariba.com/auc/support-ce	nter/email-webform	
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Home Learning Support		
SAP Ariba Email Support		Recommendations*
Please add customer_support_sr_u	pdate@sap.com to your Safe Sender List. For a faster response, choose phone support.	Search
Problem Type: * [ Details: *	Account Reassignment  Please Select  Image: Select	<ul> <li>How do I access and change the former administrator's account?</li> <li>How do I change my account's administrator?</li> <li>Where do I update the administrator information on my account?</li> <li>How can I access an account if the administrator has left the company?</li> <li>How do I contact the account administrator for my company?</li> </ul>
File Attachment 1:	Choose File No file chosen	Preparer not reassigned in Purchase Requisition
Contact Information		Where can I find Standard
First Name: *		Account documentation?
Last Name: *		Error: "Your company has already connected with this
Company: *		buyer company using a different
Email: *		account and Ariba Network ID (ANID)"

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### 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



### KLAH

# 谢谢

### 如有问题或者需要帮助,请联系 SupplierInformationManagement@kla.com

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## 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"
- 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 affinchè le mofiche vengano apportate



#### 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 estistente
- 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

Help & Support - Google Chrome	- 0
uex.ariba.com/auc/support-center/email-webform	
SAP Ariba Help Center Search	Q
Home Learning Support	
SAP Ariba Email Support	Recommendations*
Please add customer_support_sr_update@sap.com to your Safe Sender List. For a faster response, choose ph	Search
Problem Description Short Description: * Account Reassignment Problem Type: * Please Select	How do Laccess and change the former administrator's account?
Problem Type: * Please Select   Details: *	How do I change my account's administrator?
	Where do Lupdate the administrator information on my account?
For fast resolution, please include all relevant details in your case. For example:	How can I access an account if the administrator has left the company2
<ul> <li>A detailed description of the issue including full navigational paths, actions performed</li> <li>Your expected results from the system.</li> <li>Steps to replicate the issue.</li> <li>Attach screenshots or recordings of the issue.</li> </ul>	A prior to the issue. How do I contact the account administrator for my company?
File Attachment 1: Choose File No file chosen	Preparer not reassigned in Purchase Requisition
Contact Information	Where can I find Standard
First Name: *	Account documentation?
Last Name: *	Error: "Your company has already connected with this
Company: * Email: *	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 <u>SupplierInformationManagement@kla.com</u>



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

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# 프런트 엔드 화면 언어 변경

- 1. SAP 아리바 SLP에 로그인 합니다.
- 화면 오른쪽의 계정 아이콘을 클릭합니다.
- "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.



현재 기본값으로 이미 설정되어 있는 언어에

### 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: <u>https://service.ariba.com/Supplier.aw</u>
- 물음표 "?" 기호를 선택합니다.
- "지원(Support)"을 선택합니다.



## 계정 소유자 이전(계속)

Ê

#### SAP 아리바 지원 센터에 문의하기 위해 양식 작성을 완료합니다

uex.ariba.com/auc/suppor	t-center/em	nail-webform			
5AP Ariba M Help Cente	r	Search	Q,		
Home Learning Sup	port				
SAP Ariba Email Supp	ort				Recommendations*
Please add customer_support	_sr_update@sap	o.com to your Safe Sender List. For a faster	response, choose phone sur	oport.	Search
Problem Description Short Description: Problem Type: Details:	* Please Sele * For fast resolut A detail Your ex Steps t			the issue.	<ul> <li>How do 1 access and change the former administrator's account?</li> <li>How do 1 change my account's administrator?</li> <li>Where do 1 update the administrator information on my account?</li> <li>How can 1 access an account if the administrator has left the company?</li> <li>How do 1 contact the account administrator for my company?</li> </ul>
File Attachment 1:	Choose File	e No file chosen			Preparer not reassigned in Purchase Requisition
Contact Information					Where can I find Standard
First Name:	*				Account documentation?
Last Name:	*				Error: "Your company has already connected with this
Company: Email:					buyer company using a different account and Ariba Network ID
Lindi.					<u>(ANID)"</u>

### 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.



### KL/+

# **감사합니다.** 문의 사항은 아래 이메일 주소로 문의하시기 바랍니다. <u>SupplierInformationManagement@kla.com</u>