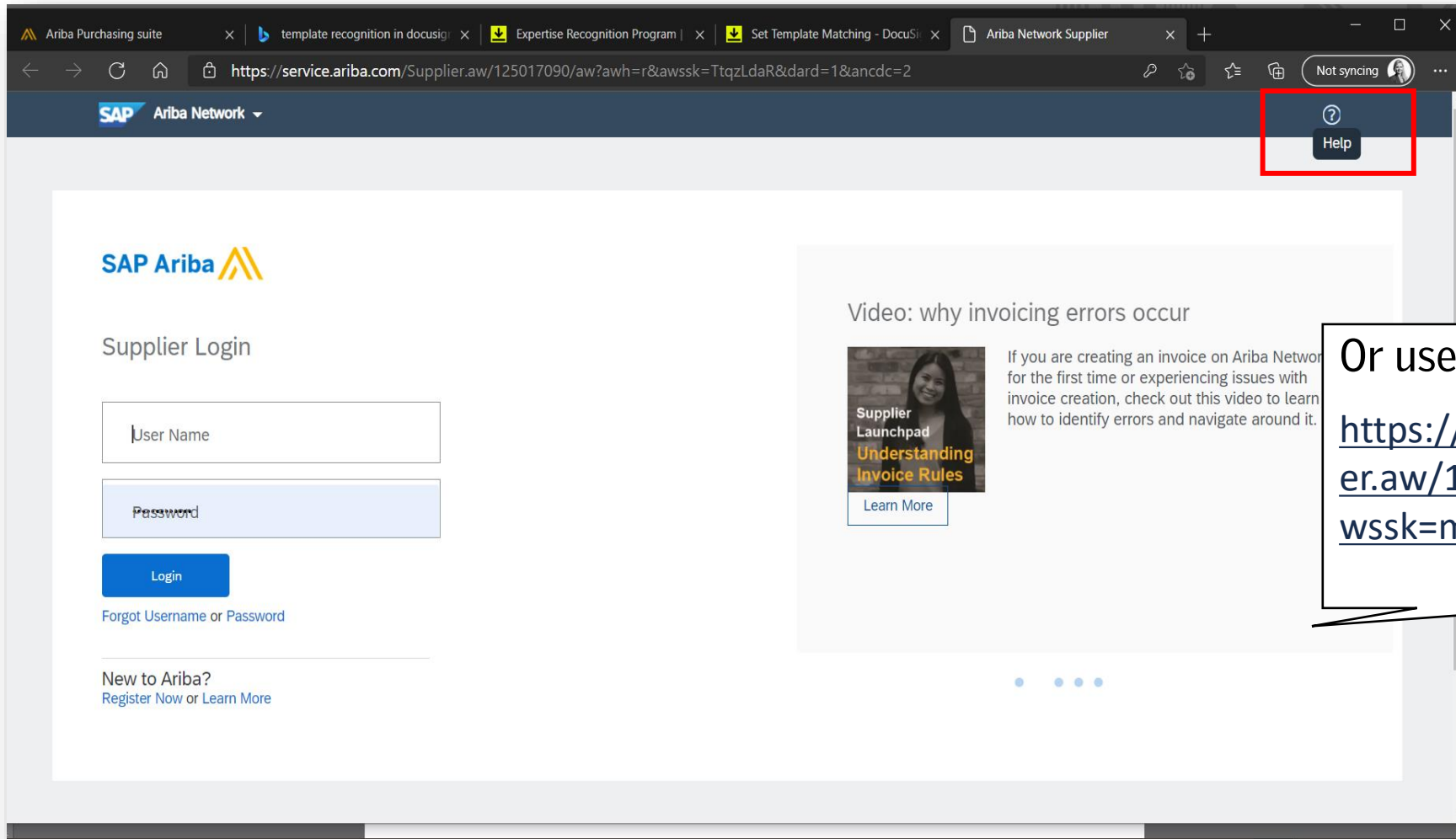


# **SAP ARIBA SUPPORT GUIDE**

November 2021, v03

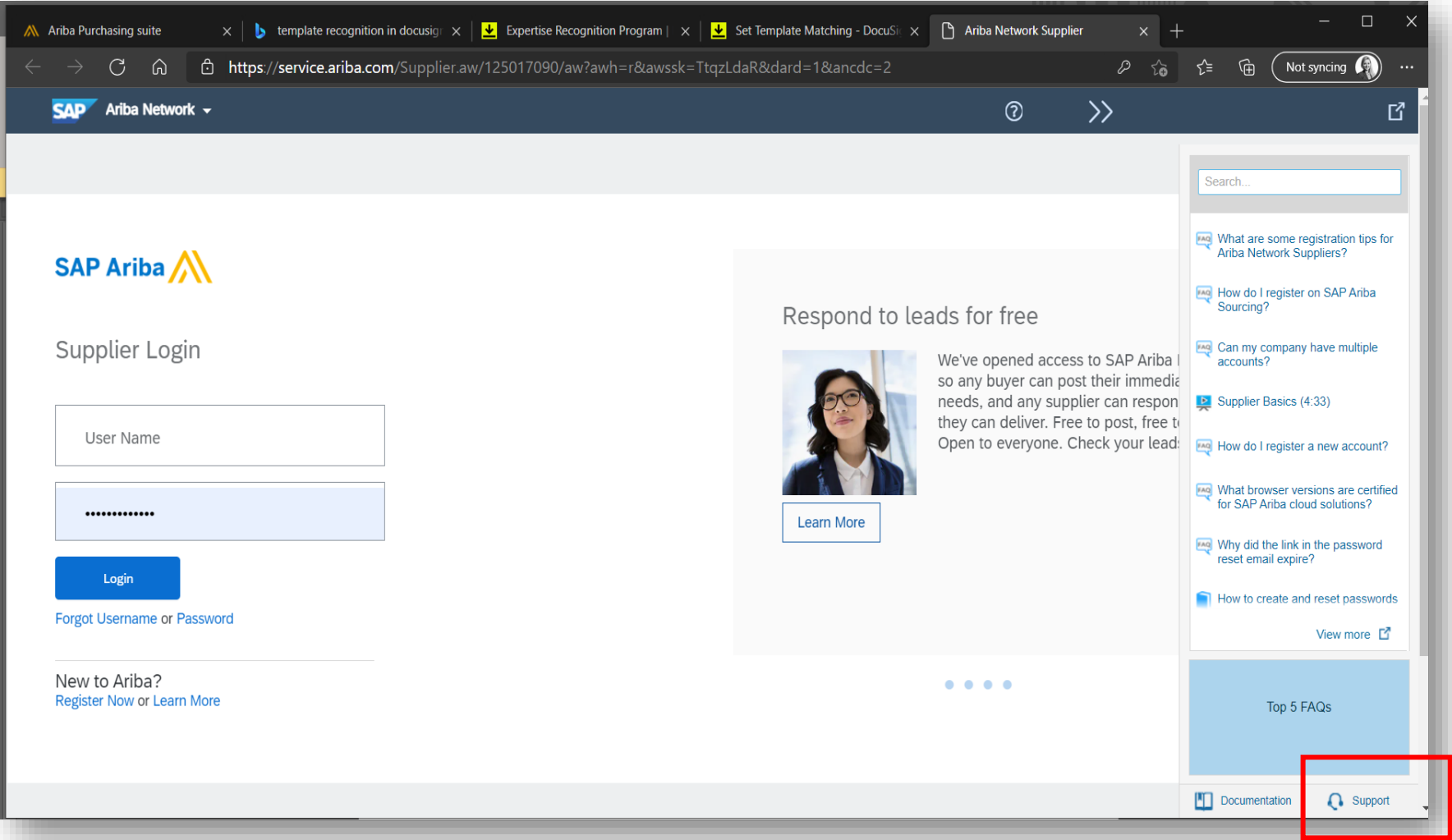
VELUX

# LOG IN OR CLICK AT THE HELP ICON (UPPER RIGHT CORNER)



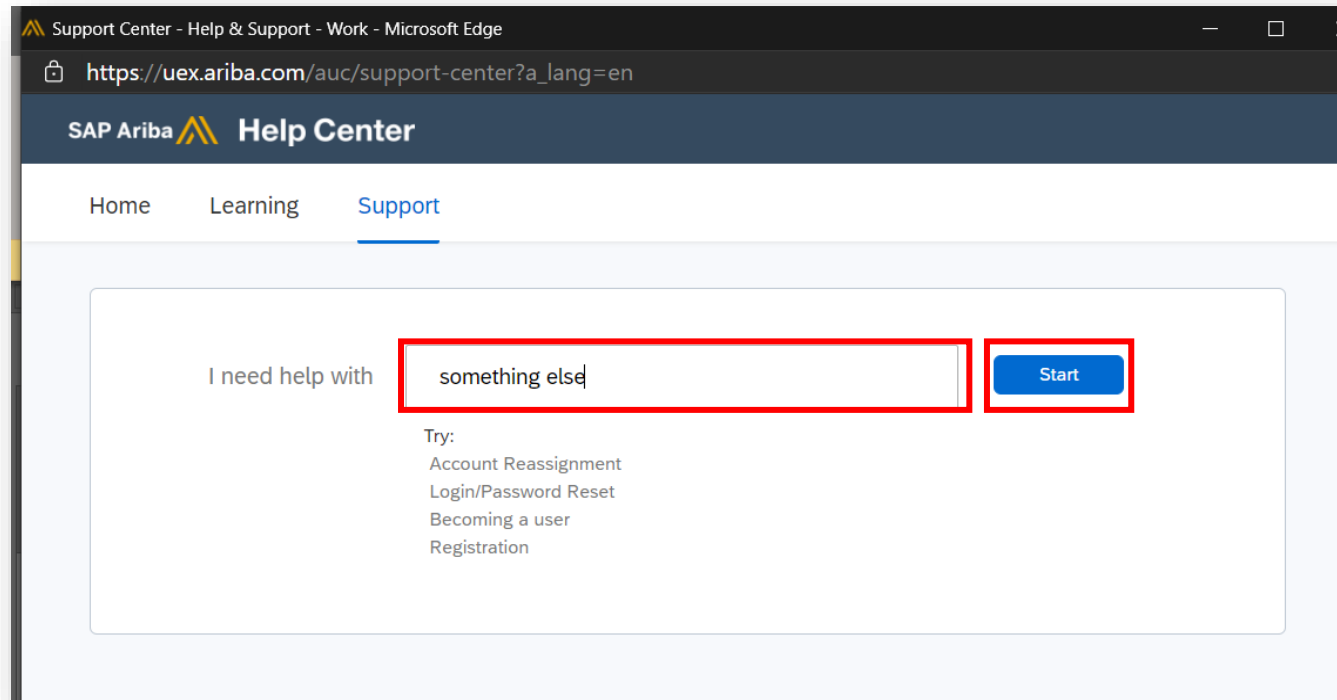
Or use the link  
<https://service.ariba.com/Supplier.aw/125017090/aw?awh=r&awssk=mrC2HSKZ&dard=1>

# CLICK "SUPPORT"

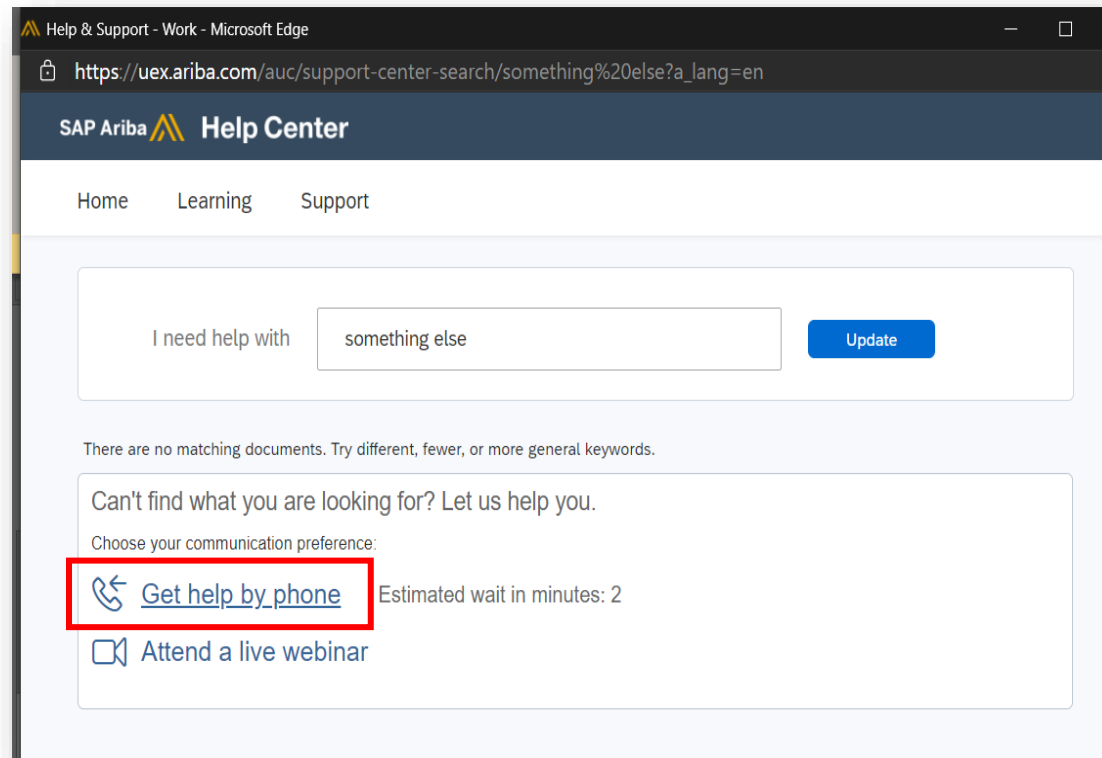


# SEARCH FOR "I NEED HELP WITH" E.G. "LOG IN ISSUES"

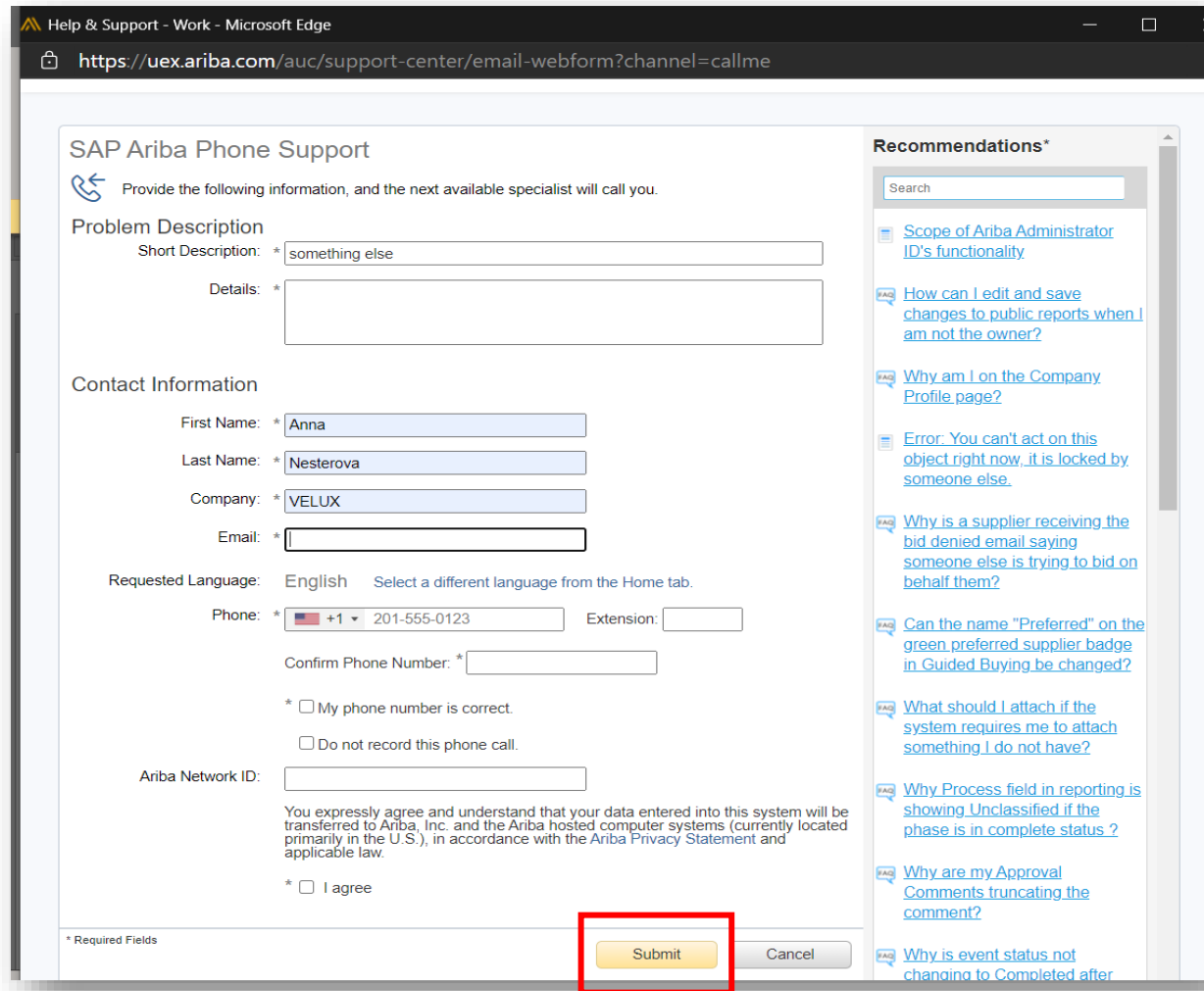
If you just want to have telephone support, click "Something else" as the hit



# CHOOSE "GET HELP BY PHONE" (YOU CAN SEE THE WAITING TIME) IF YOU WANT TO HAVE TELEPHONE SUPPORT



# FILL OUT THE "SAP Ariba Phone Support" DETAILS (ALL FIELDS WITH \*) AND "SUBMIT"



Help & Support - Work - Microsoft Edge  
https://uex.ariba.com/auc/support-center/email-webform?channel=callme

### SAP Ariba Phone Support

Provide the following information, and the next available specialist will call you.

**Problem Description**

Short Description: \* something else

Details: \*

**Contact Information**

First Name: \* Anna

Last Name: \* Nesterova

Company: \* VELUX

Email: \*

Requested Language: English Select a different language from the Home tab.

Phone: \* +1 201-555-0123 Extension:

Confirm Phone Number: \*

My phone number is correct.  
 Do not record this phone call.

Ariba Network ID:

You expressly agree and understand that your data entered into this system will be transferred to Ariba, Inc. and the Ariba hosted computer systems (currently located primarily in the U.S.), in accordance with the Ariba Privacy Statement and applicable law.

\*  I agree

\* Required Fields

**Recommendations\***

Search

- Scope of Ariba Administrator ID's functionality
- How can I edit and save changes to public reports when I am not the owner?
- Why am I on the Company Profile page?
- Error: You can't act on this object right now, it is locked by someone else.
- Why is a supplier receiving the bid denied email saying someone else is trying to bid on behalf them?
- Can the name "Preferred" on the green preferred supplier badge in Guided Buying be changed?
- What should I attach if the system requires me to attach something I do not have?
- Why Process field in reporting is showing Unclassified if the phase is in complete status ?
- Why are my Approval Comments truncating the comment?
- Why is event status not changing to Completed after

**Submit** Cancel

A person from SAP Ariba support center will call you shortly after you submit the form

*Bringing light to life™*

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