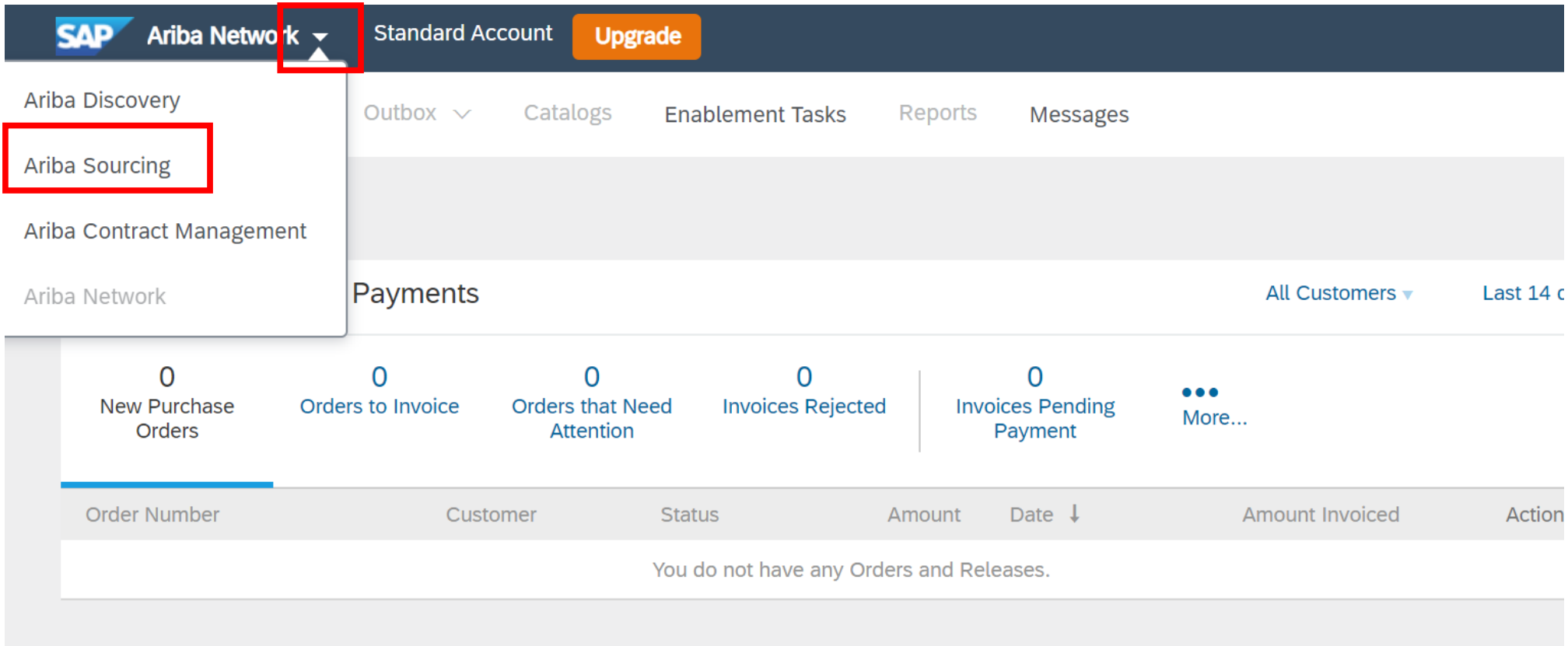




# Switching between Orders and Proposals

# 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 shows the SAP Ariba Network interface. At the top, there is a dark blue header bar with the SAP logo, 'Ariba Network', a dropdown arrow, 'Standard Account', and an 'Upgrade' button. Below the header, a navigation 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 menu, there are links for 'Outbox', 'Catalogs', 'Enablement Tasks', 'Reports', and 'Messages'. Below these, there is a 'Payments' section with a dropdown for 'All Customers' and a link for 'Last 14 c'. At the bottom, there is a summary bar with five metrics: '0 New Purchase Orders', '0 Orders to Invoice', '0 Orders that Need Attention', '0 Invoices Rejected', and '0 Invoices Pending Payment'. To the right of these metrics is a 'More...' link. Below the summary bar is a table with columns: 'Order Number', 'Customer', 'Status', 'Amount', 'Date', 'Amount Invoiced', and 'Action'. The table is currently empty, and a message at the bottom states '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](https://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)

SAP

Ariba Sourcing

Standard Account

Upgrade

Ariba Discovery

Ariba Sourcing

Ariba Contract Management

Ariba Network

SYSTEM

Requested Profile

Requested fields have

View customer requested fields >

Public Profile Completeness

70%

Enter your certifications to reach 80% >

There are no matched postings.

Welcome to the **Ariba Spend Management** site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba this site in an effort to ensure market integrity.

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.