

# Supplier Info Pack

## Standard Account

PUBLIC



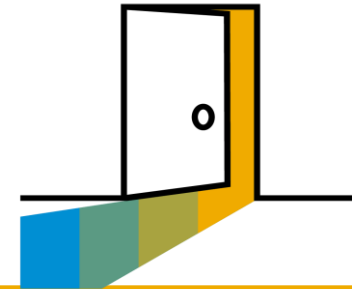
# Learn About SAP Business Network, Standard Account



**What is a Standard Account?**



**What do I do next?**



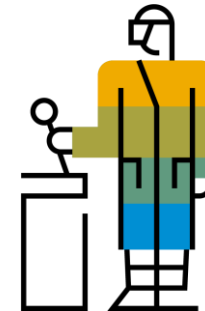
**How does a Standard Account benefit me?**



**Can I upgrade my Standard Account?**



**Where do I go for help?**



**FAQ**

# Overview **Standard Account**



# Introduction to SAP Business Network, Standard Account

Your customer is pleased to announce a new initiative to streamline their procurement and accounts payable processes. By partnering with **SAP** and implementing **SAP Business Network, Standard Account via interactive email**, this initiative indicates a shift to paperless and automated business transactions. Since 1996, SAP has been transforming the global procurement landscape for businesses of all sizes, and we are excited to provide you with this opportunity.

## ➤ What is Standard Account?

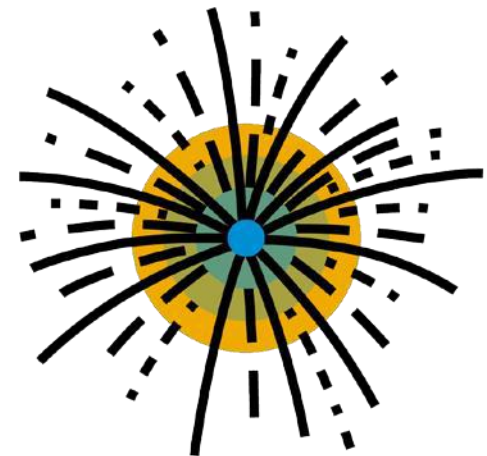
Standard Account on SAP Business Network gives you a fast, FREE way to do business with your customer via interactive emails. Standard Account was previously referred to as Light Account.

## ➤ What does this mean for you?

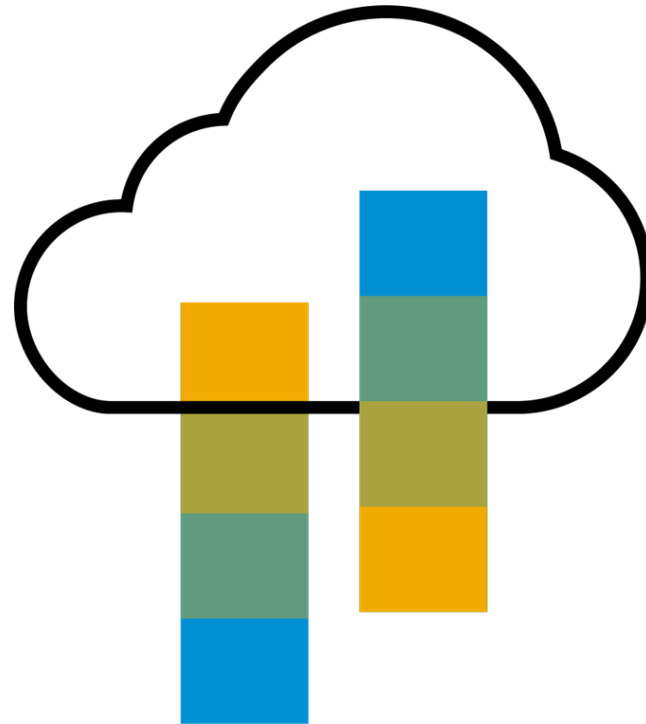
Transacting on the network via a FREE Standard Account will allow you to meet your customer's requirements to join them on the network with the option to avoid fees.

## ➤ What are the benefits?

[Standard Account](#) provides access to quickly transact with SAP customers for FREE, improve customer retention, and get paid faster.



# Next steps

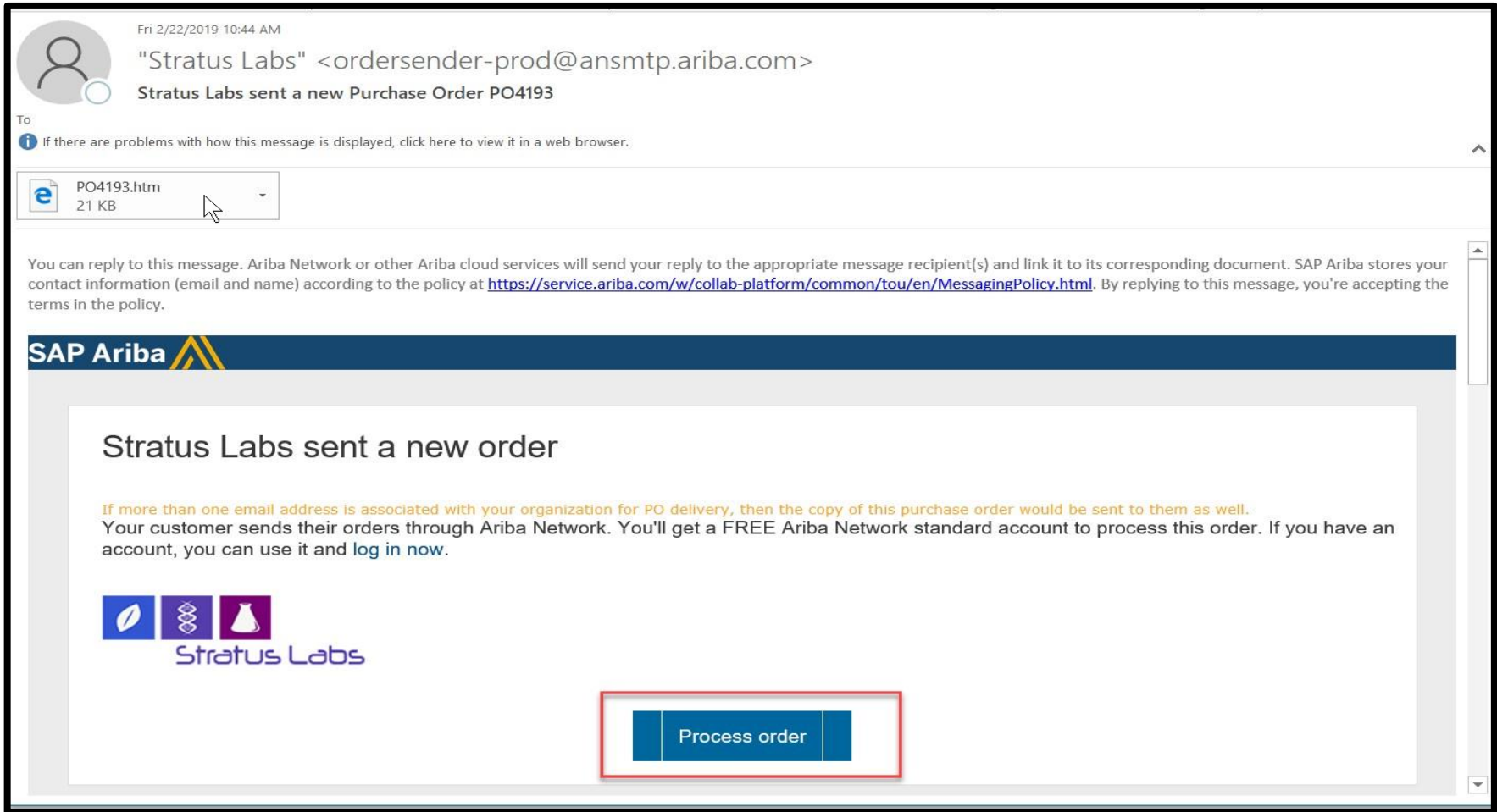


# Next Steps



# Receive Interactive Email Order from Customer

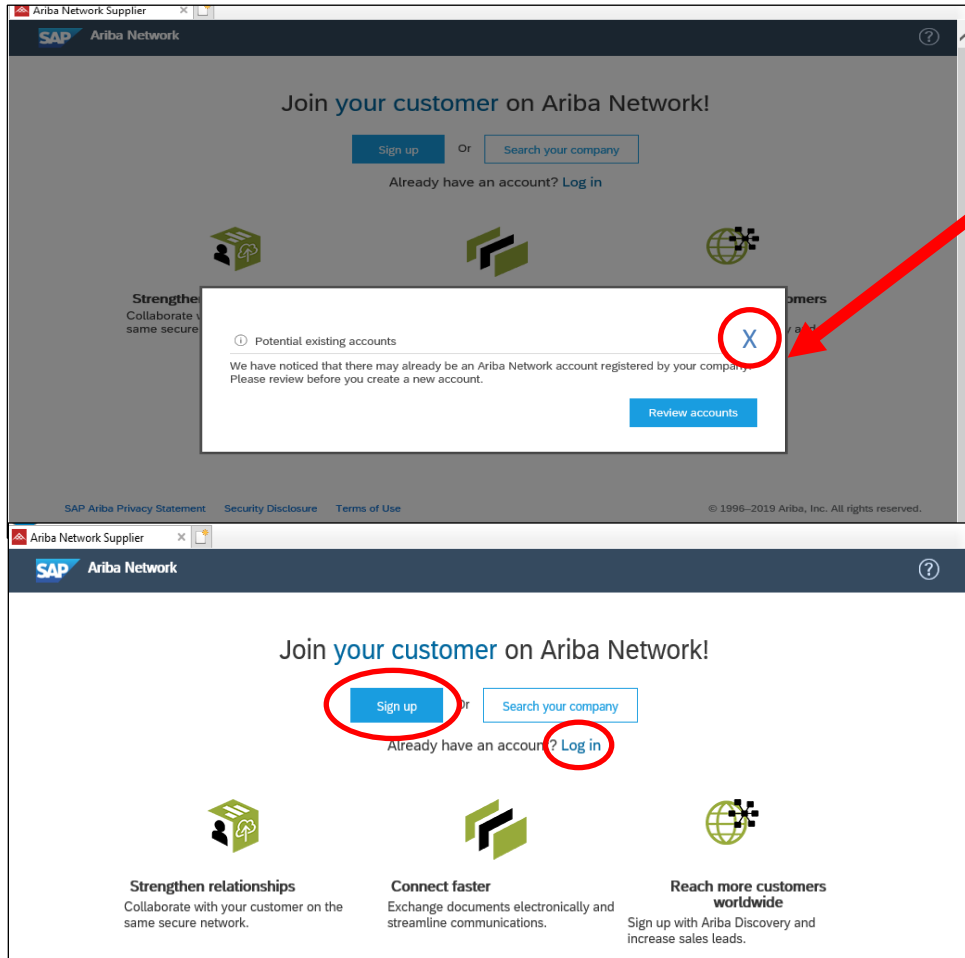
Click the **Process Order** button in the PO notification (interactive email)



**Next step**

# Sign Up for Standard Account or Log In to an existing account

SAP Business Network may alert you of existing accounts based on your contact information



Upon reaching the landing page, a pop-up message may alert you if your company has ‘potential existing accounts.’

**Suppliers may click “X”** to close the pop-up to *Sign Up* for a new Standard Account or *Log In* to an existing account to establish the relationship with an existing Standard or Enterprise Account.

**Sign Up Note:** When signing up for a new account, you may also click the “X” to “sign up”, or briefly review potential existing accounts; if you think you need to merge the account with another part of your company. From the review accounts screen (not shown here) you will have the choice to “go back” or “continue account creation” as well options to contact the administrator of any potential account. If this pop-up screen does not appear, please continue with the Sign up option.

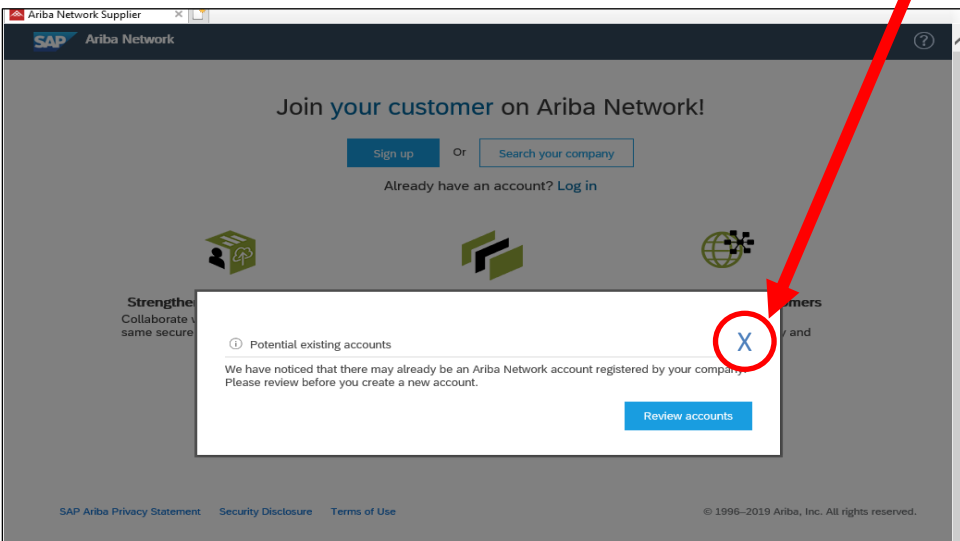
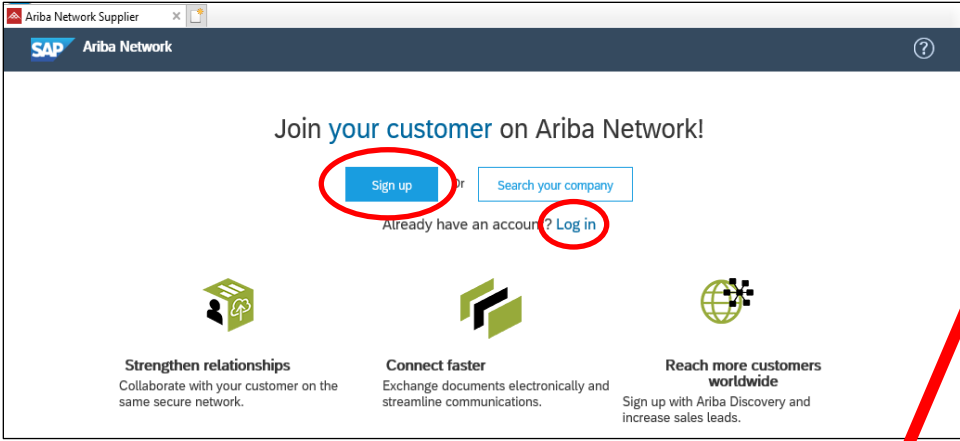
**Log In Note:** While signing into an existing account through this process, the type of account will result in your original existing account type. (i.e., if you are logging into an existing standard account the account will remain standard and if you are logging into an existing Enterprise Account the account will remain Enterprise.)

**Next step**



# Sign Up for Standard Account or Log In to an existing account

Upon reaching the landing page, you may continue with Sign Up for an new Standard Account or Log In to an existing account



Based on your login information, a pop-up message may alert you if your company has 'potential existing accounts.'

**Suppliers may click "X"** to close the pop-up to **Sign Up** for an new Standard Account or **Log In** to an existing account to establish the relationship with an existing Standard or Enterprise Account.

**Sign Up Note:** When signing up for a new account, you may also click the "X" to "sign up", or briefly review potential existing accounts; if you think you need to merge the account with another part of your company. From the review accounts screen (not shown here) you will have the choice to "go back" or "continue account creation" as well options to contact the administrator of any potential account. If this pop-up screen does not appear, please continue with the Sign up option.

**Log In Note:** While signing into an existing account through this process, the type of account will result in your original existing account type. (i.e., if you are logging into an existing standard account the account will remain standard and if you are logging into an existing Enterprise Account the account will remain Enterprise.)



# For A New Account Sign-up (Registration)

Add Company Info, Accept Terms of Use, and click Register

## 1 Review your Company information

Company information

\* Indicates a required field

Company Name:\*

Country:\*  If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

Address:\*

City:\*

State:\*

Zip:\*

## 2 Enter your User account information

User account information

Name:\*

Email:\*

Use my email as my username

Username:\*

Password:\*

Language:

Email orders to:\*

## 3 Accept Terms of Use and click on Register

I have read and agree to the [Terms of Use](#)

I have read and agree to the [SAP Ariba Privacy Statement](#)

Please note that your Standard Account is now registered and future POs will be sent through this account and the email designated. Please follow the next 2 slides to confirm or update where you would like your orders routed and to configure additional users.

[Next step](#)

# Configure Order Routing & Users

## Update Electronic Order Routing Emails

### Key Points for taking action on Purchase Orders:

- Suppliers must maintain their order routing emails within their account. Orders can be set to go directly to the resources you choose.
- Purchase Orders received through Interactive Email may be forwarded to invoicing resources, however, any recipient **MUST BE SETUP AS A USER** within your account to actively send invoices or other documents against the PO.

### To configure Order Routing & Users:

1. Login to your account. Click on the circle with your initials to access your Account dropdown menu, select Settings > then select Electronic Ordering Routing
2. Enter up to 5 emails or alias' for the appropriate parties/users who will be responsible for processing orders, invoices or any other applicable documents.
3. Click Save to complete

To configure Users, the Administrator must follow steps on the next slide to [Set Up Additional Users](#) for any additional company resources taking action against Orders.

The top screenshot shows the SAP Ariba Network account page. The user's initials 'JS' are in a red circle. A dropdown menu is open, showing 'ACCOUNT SETTINGS' with 'Electronic Order Routing' selected in a red box. A red arrow points from the 'Settings' option in the dropdown to the 'Electronic Order Routing' option. A yellow circle with the number '1' is next to the 'Electronic Order Routing' option.

The bottom screenshot shows the 'Network Settings' page for 'Electronic Order Routing'. The 'Save' button is in a red box with a yellow circle and the number '3' next to it. The 'Email address' field is in a red box with a yellow circle and the number '2' next to it. A red arrow points from the 'Save' button to the 'Email address' field. A note box says: 'Note: If you have more than 5 contacts who need to receive the PO, create a distribution alias for all contact to access.' A red arrow points from the note to the 'Email address' field. A red arrow points from the 'Electronic Order Routing' option in the top screenshot to the 'Electronic Order Routing' tab in the bottom screenshot.

[Next step](#)

# Configure Users

## Administrators Only

1. In the upper-right corner of the application, click your initials > Settings and select Users.

**Note:** Admins must first create a role with specific permissions selected, to allow users to be “assigned” a role. In this example, you are creating a role to allow users the permission to process invoices and other documents.

2. Click on the **Create Role** button in the Manage Roles section
  - a. Enter Role name of choice (as it make sense to your or organization, e.g., AR, Invoicing, Invoice Processing, Reporting)
  - b. Enter a brief description for the role
  - c. **Add Permissions to the Role** that correspond to the user’s actual job responsibilities by checking the proper boxes and click save to create the role. In this example for Invoicing, **select** the below permissions, as applicable, and **Save**:
    - ✓ Inbox and Order Access
    - ✓ Invoice Generation
    - ✓ Outbox Access

3. **To Create a User** Click on Create User button and add all relevant information about the user including name and contact info.

Select a role in the Role Assignment section and Click **Done**.

The screenshot shows the SAP Ariba Network user management interface. It is divided into two main sections: 'Manage Users' and 'Manage User Roles'.

**Manage Users:** This section contains a table of users. The 'Create User' button is highlighted with a red box and a yellow circle labeled '3'. The 'Users' table has columns for Username, Email Address, First Name, Last Name, and Arriba Discovery Contact. A user named 'rebecca.novotny@sap.com' is listed.

**Manage User Roles:** This section contains a table of roles. The 'Create Role' button is highlighted with a red box and a yellow circle labeled '2'. The 'Role' table has columns for Name and Actions. Roles listed include 'Administrator' and 'All Access'.

**Create Role Form:** This form is used to create a new role. It includes the following fields:

- Name:** 'Invoice Processing' (highlighted with a yellow circle labeled '2a').
- Description:** A text area for describing the role (highlighted with a yellow circle labeled '2b').
- Permissions:** A list of permissions with checkboxes. The permissions 'Inbox and Order Access', 'Invoice Generation', and 'Outbox Access' are checked (highlighted with a red box and a yellow circle labeled '2c').

**Other UI Elements:** The top right corner shows the user's initials 'JS' in a red box. The 'Settings' menu item in the left sidebar is highlighted with a red box and a yellow circle labeled '1'. The 'Save' button at the bottom right of the 'Create Role' form is highlighted with a red box.

**Example User Account Setup for an Invoice Processing role**

**Next step**

# Transact with customer using Standard Account

- 1 Click on **Create Order Confirmation**, **Create Ship Notice**, or **Create Invoice** to get started.  
*NOTE: These options will vary depending on Buyer Network rule configurations/requirements*
- 2 If you need assistance, please refer to the articles in the Help Center (right-hand side in your SAP Business Network Account) or at the bottom of the interactive email.

Purchase Order: 0170102\_MEG\_PO1

Done

1

Create Order Confirmation Create Ship Notice Create Invoice

Hide | Print | Download PDF | Export cXML | Download CSV | Resend

2

Order Detail Order History

From: Customer BuyerA USA  
Jebenstrasse 7  
10623 Berlin

To: Test supplier SMO 01-TEST  
Radlicka 14  
150 00 Prague

Purchase Order (New)  
0170102\_MEG\_PO1  
Amount: \$400.00 USD

Po invoice

Results for Po invoice

- About PO-based invoices
- How to create a PO-based invoice
- How do I add a new customer?
- How do I add an attachment to my invoice?

For a quick video tutorial, available in 24 languages, on registering a Standard Account and invoicing, refer to the [Help resources Web Page](#)

For a quick video tutorials and documentation, available in 24 languages, please refer to the [Help Resources Web Page](#) in the Help Section of this document.

# Benefits



# How Standard Account benefits YOU

- FREE for all basic transactions
- Create validated, electronic invoices and other business documents within seconds
- Improve invoice accuracy and get paid faster
- Receive real-time invoice status notifications
- Increase business with existing and future customers using SAP Business Network Discovery
- Promote your company to other customers on SAP Business Network
- Email notification and online download provide access to invoices for your local archiving
- Enjoy a single, unified user experience using one account for order fulfillment, selling, and mobile access

The screenshots illustrate the Ariba Network user experience. The top image is an email notification from a supplier, prompting a buyer to process an order. The middle image is a sign-up page for a buyer, offering a 'light account' that is free. The bottom-left image shows the registration process, including fields for company name, address, and user account information. The bottom-right image displays a purchase order summary, including order details, payment terms, and a table of line items.

| Line # | Part # / Description                                                                                                                                                                                                    | Type     | Qty (Unit) | Need By    | Price      | Subtotal   | Shipping   |         |
|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|------------|------------|------------|------------|------------|---------|
| 1      | BEARING, FLANGE, Lamin spum dolo at amet, consectetur adipiscing elit. Quisque molestie metus id varius rhoncus. Cras pretium, dolor sit amet finibus fringilla, arcu sapien semper sem, id accumsan ex enim ac tellus. | Material | 1 (EA)     | 9 Dec 2016 | \$5.00 USD | \$5.00 USD | \$0.00 USD | Details |
| 2      | SuppPart0002                                                                                                                                                                                                            | Service  | 1 (AU)     |            | \$2.50 USD | \$2.50 USD |            | Details |

# SAP Business Network Discovery

## Matching Suppliers to Buyers Ready to Buy



### Receive leads

Complete five-minute registration to start receiving leads in your in-box



### Save time

Get in front of buyers ready to buy



### Sell effectively

Give sellers access to thousands of dollars in new business every month



### Win new business

Tap into \$5 billion of new opportunities posted annually



### Increase interactivity

Communicate with buyers and prospects in real time



# SAP Supplier Mobile App

## Business Insights

- PO Trending
- Invoice Aging
- PO and Invoices by customer

## Work on-the-go

- Confirm PO
- Pin important documents for later



## Real-time Alerts

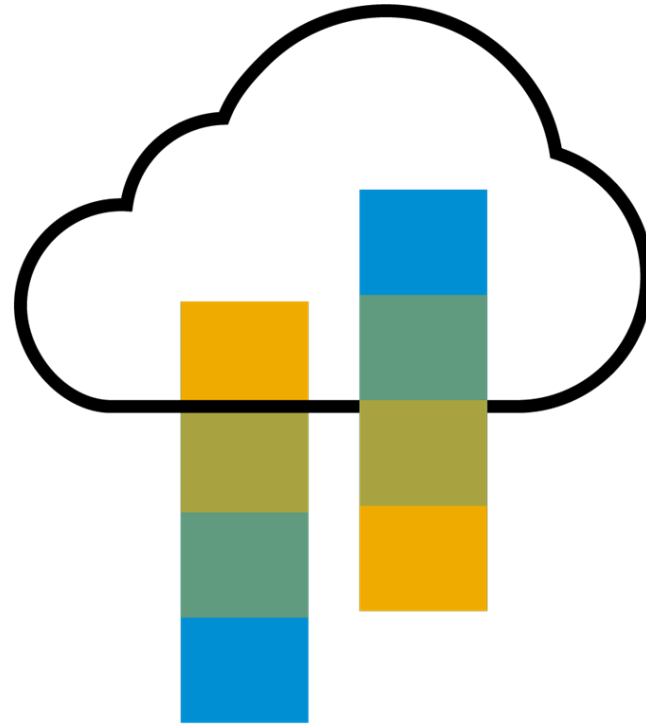
- View network activity
- Receive push alerts for business critical events

## Monitor Key Activity

- View PO and Invoice information
- Search for PO and Invoices using HANA

[Apple iTunes App Store](#) or [Google Play](#)

# Upgrade



# Standard Account vs. Enterprise Account on SAP Business Network

| Features                                                                                                             | Standard Account                                                                       | Enterprise Account                                                                                                                                                                                                                                                                      |
|----------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Access                                                                                                               | Through email notifications                                                            | Online dashboard                                                                                                                                                                                                                                                                        |
| Company Profile                                                                                                      | ✓                                                                                      | ✓                                                                                                                                                                                                                                                                                       |
| Purchase Order, Order confirmation (full & partial), Ship Notice, Service Entry Sheet, (Non-PO) Invoice, Credit Memo | ✓                                                                                      | ✓                                                                                                                                                                                                                                                                                       |
| Electronic Catalogs                                                                                                  | ✓ Self-Service Only                                                                    | ✓ Access to SAP Support                                                                                                                                                                                                                                                                 |
| Invoice status                                                                                                       | Email notifications                                                                    | Outbox with easy access from any browser                                                                                                                                                                                                                                                |
| Legal Archive                                                                                                        | Email notification and online download                                                 | <ul style="list-style-type: none"> <li>• Long-term invoice archiving for global compliance (Regional restrictions apply)</li> <li>• Capability to mass download invoices for local archiving</li> </ul>                                                                                 |
| SAP Support                                                                                                          | Online Help Center                                                                     | <ul style="list-style-type: none"> <li>• Support via phone, chat, or email</li> <li>• Direct access to enablement experts for onboarding assistance</li> <li>• Technical support for configuration and integration assistance</li> <li>• Online educational training courses</li> </ul> |
| Integration                                                                                                          | ✗                                                                                      | ✓                                                                                                                                                                                                                                                                                       |
| Reporting                                                                                                            | ✗                                                                                      | ✓                                                                                                                                                                                                                                                                                       |
| Multiple customer relationships                                                                                      | ✓                                                                                      | ✓                                                                                                                                                                                                                                                                                       |
| Multi users                                                                                                          | ✓                                                                                      | ✓                                                                                                                                                                                                                                                                                       |
| Mobile App                                                                                                           | ✓                                                                                      | ✓                                                                                                                                                                                                                                                                                       |
| SAP Business Network Discovery                                                                                       | ✓ Fees may apply to respond to leads. <a href="#">Click here</a> for more information. | ✓ Fees may apply to respond to leads. <a href="#">Click here</a> for more information.                                                                                                                                                                                                  |
| Fees                                                                                                                 | FREE                                                                                   | Fees may apply, <a href="#">See complete details.</a>                                                                                                                                                                                                                                   |



[More](#)

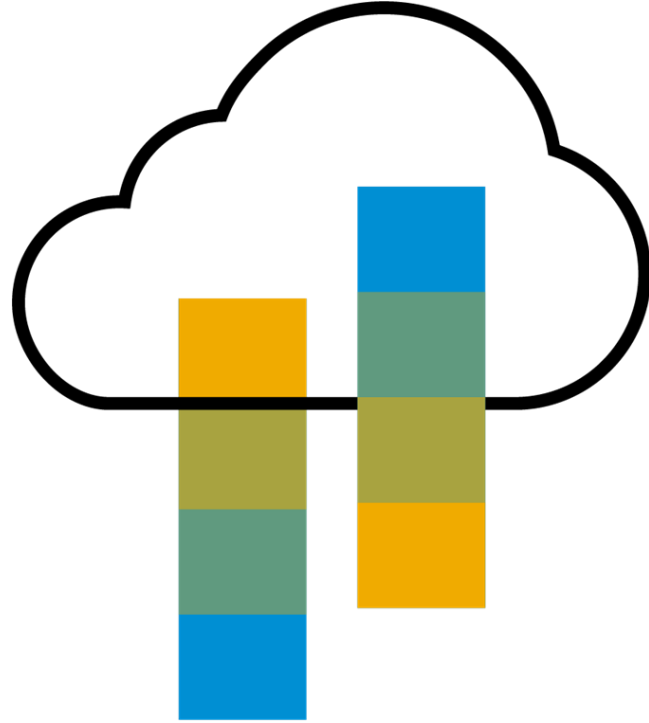
# Home Page – Upgrade to Realize the Full Value of the network

## Upgrade to realize the full value of Ariba Network!

|                            | STANDARD ACCOUNT<br>Your current account                                                                                                                                                                                                                                | ENTERPRISE ACCOUNT<br><b>Upgrade</b>                                                                                                                                                |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>FULFILLMENT</b>         |                                                                                                                                                                                                                                                                         |                                                                                                                                                                                     |
| <b>Orders and invoices</b> | <ul style="list-style-type: none"> <li>✓ Respond to emailed orders using features that your customer requests, like order confirmations, ship notices and invoices</li> <li>✓ Check invoice status and create non-PO invoices, if supported by your customer</li> </ul> | <ul style="list-style-type: none"> <li>✓ Skip the emails. Get and manage orders and invoices all on Ariba Network.</li> <li>✓ Use CSV uploads to manage large documents.</li> </ul> |
| <b>Catalogs</b>            | <ul style="list-style-type: none"> <li>✓ Publish catalogs that detail your products and services *</li> </ul>                                                                                                                                                           | <ul style="list-style-type: none"> <li>✓ Publish catalogs that detail your products and services</li> </ul>                                                                         |
| <b>Integration</b>         |                                                                                                                                                                                                                                                                         | <ul style="list-style-type: none"> <li>✓ Integrate with your backend systems through CXML or EDI</li> </ul>                                                                         |
| <b>Legal Archive</b>       |                                                                                                                                                                                                                                                                         | <ul style="list-style-type: none"> <li>✓ Access to long-term invoice archiving (regional restrictions apply)</li> </ul>                                                             |
| <b>Reporting</b>           |                                                                                                                                                                                                                                                                         | <ul style="list-style-type: none"> <li>✓ Get reports to track transactions and sales activities</li> </ul>                                                                          |
| <b>Support</b>             | Help Center                                                                                                                                                                                                                                                             | <ul style="list-style-type: none"> <li>✓ Help Center, phone, chat, and web form</li> </ul>                                                                                          |
| <b>Fees</b>                | Free                                                                                                                                                                                                                                                                    | Based on usage                                                                                                                                                                      |

\*Standard account users will self-enable catalogs. Help center content and documentation is available for self-service.

# Help



# Help Resources – Help Center



## Access the Online Help Center for assistance with your Standard Account

- Click the Help Center Link at the bottom of the Interactive Email or
- While logged into your Standard Account, click the Help Center link in the upper right corner to expand the panel and gain access to topics relevant to the current SAP Business Network view

## The Help Center includes:

- A user community to access Standard Account specific content
- Video tutorials (e.g. Invoice Creation, Adding users to the Standard Account)

Online Help via Help Center: in-context proved via SAP User Community

The screenshot displays the SAP Business Network interface for a Standard Account. The main content area shows a purchase order (PO2017-05-23LAC005ID02) with details for the Buyer (ABC) and Supplier (ACME-LAC005 Inc). The Help Center panel is open on the right side, showing a search bar and a list of help topics such as 'Invoices (3:10)', 'Send a PO-based invoice (4:35)', and 'How do I create documents against purchase orders from my customer?'. A red box highlights the Help Center panel, and a red arrow points from the text box above to the Help Center link in the top right corner of the interface.

# Help Resources – 2 Web Links



Click both links below to explore Standard Account Support Links

## [Quick Videos & General Information in 24 languages](#)

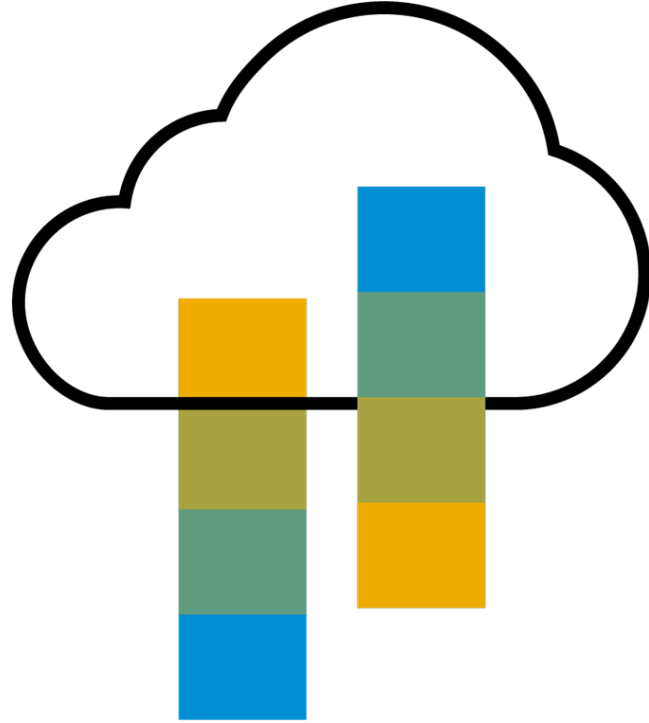
The screenshot shows the SAP Ariba Network standard account page. A red box highlights the language selection menu at the top, which includes options like English, Spanish, and German. Below the header, there is a section titled "Ariba Network, standard account capability lets you quickly transact with SAP Ariba buyer customers for free." This is followed by a paragraph explaining the benefits of the standard account. A red box highlights two video links: "Register and reply to your customer" and "Send an invoice from a standard account". A red arrow points from the text "Quick Videos in multiple languages" to these links. Below the links, there is a table of capabilities for the standard account.

| Capabilities                  | Ariba Network, standard account                                                                                                                                                                       |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Access                        | <ul style="list-style-type: none"><li>Access standard account using emails and notices sent by your customer or Ariba Network. Retain these emails for subsequent reference and processing.</li></ul> |
| Company Profile               | <ul style="list-style-type: none"><li>Set up a company profile to share with your customers on Ariba Network.</li></ul>                                                                               |
| Orders*                       | <ul style="list-style-type: none"><li>Transact documents with your customer such as orders, full and partial order confirmation, ship notices, and service entry sheets.</li></ul>                    |
| Invoices*                     | <ul style="list-style-type: none"><li>Convert orders into an e-invoice with the click of a button.</li><li>Create non-PO invoices and credit memos.</li></ul>                                         |
| Invoice Status Notifications* | <ul style="list-style-type: none"><li>Receive invoice status notifications.</li><li>Payment proposals</li><li>Remittance details</li></ul>                                                            |

## [Documentation Deep Dive in 24 Languages](#)

The screenshot shows the SAP Ariba Network standard account documentation page. A red box highlights the language selection menu at the top. Below the header, there is a section titled "Welcome to your SAP Ariba Network Standard Account" with a diagram showing a user interacting with a system. Below this, there is a paragraph explaining the importance of utilizing the services of SAP Ariba Customer Support. A red box highlights the text "Login to your account at https://supplier.ariba.com." Below the text, there is a grid of 12 icons representing different support topics: Video tutorials, Register, Upgrade, Configure account, Process order, Invoice, Lost PO email, Find order, Payment, Rejected invoice, Contact your buyer, and Add new customer.

# FAQ





# FAQ

## **Q: What is Standard Account capability on SAP Business Network?**

A: SAP Business Network, Standard Account capability is a new, fast, free way to automate business with any buyer. Support for most transaction types helps maximize efficiency and meet buyer compliance requirements. There is no need to upgrade, unless you are ready for advanced capabilities such as support beyond 'self-service only' for catalogs, back-end integration or to manage larger document volumes through online access.

## **Q: How can I access this new capability?**

A: Your customer must send you a Standard Account invitation to transact with them using this methodology. Or if you self register on SAP Business Network, SAP Business Network Discovery or you are invited to SAP Ariba Sourcing solutions and do not have or use an existing account (ANID) you can register & will be started at the SAP Business Network, Standard Account capability level. In the latter case you will not exchange orders & invoices with your customer unless they establish a relationship with your account first but you can use other functionality.

## **Q: What document types are supported for this free account?**

A: Suppliers transact unlimited documents such as orders, order confirmation (OC), advance ship notices (ASN), and service entry sheets (SES), PO-invoices using PO-Flip (convert orders into an e-invoice with the simple click of a button), non-PO invoices and credit memos, invoice status notifications, payment proposals, and remittance details.

## **Q: What if I have already signed up for SAP Business Network? Can I switch to Standard Account?**

A: If you are already using SAP Business Network with a buyer, we recommend that you continue using this transaction method. There is no direct way to change an SAP Business Network subscription (Enterprise account) to a Standard Account.

## **Q: Am I required to register on SAP Business Network to use Standard Account?**

A: Yes. You will be sent an interactive email from your buyer. To respond you must register for a free Standard Account. This free account is not the same as a Enterprise SAP Business Network account. You only need to upgrade to a enterprise account on the network when you determine that you desire the additional functionality.

# FAQ

## Q: How do I invoice a purchase order if I lose the email notification?

A: If you misplace a purchase order (PO) email notification, you have the following options:

- Resend the PO email: Log in to your [SAP Business Network](#) Standard Account. In the PO list on the home dashboard of your account, click *Select > Send me a copy* to take action in the *Action* column next to the PO.
- Request a manual copy of the PO from your customer: After you have a copy of the PO, you can create and submit a non-PO invoice. *NOTE: The buyers ability to receive non-PO invoices will vary depending on their Buyer Network rule configurations/requirements.*

## Q: How do I create documents against purchase orders from my customer?

A: To process a purchase order, you need to click the *Process Order* button in the purchase order email notification.

After you [register](#) or log in to your SAP Business Network Standard Account, you are taken to the purchase order details page, where you can create documents like order confirmations, ship notices, and invoices against the purchase order.

## Q: How do I add purchase orders to my existing SAP Business Network Account?

A: If you've previously registered a Standard Account or enterprise account on SAP Business Network to transact with a different customer, you have the option to add the transactions with your new customer to your existing account.

To add your new purchase orders to your existing account:

1. In the purchase order email notification, click *Process order* and then click *Log in* on the Standard Account landing page.
2. Log in with the administrator username and password for the existing account.

## Q: What should I do if my registration confirmation link is expired?

A: If the confirmation link expired immediately after receiving the email, please log in to your account directly at <https://supplier-2.ariba.com>.

If the confirmation is accepted, you will be able to view your account. If you are unable to access your account, you can request to resend the confirmation email.