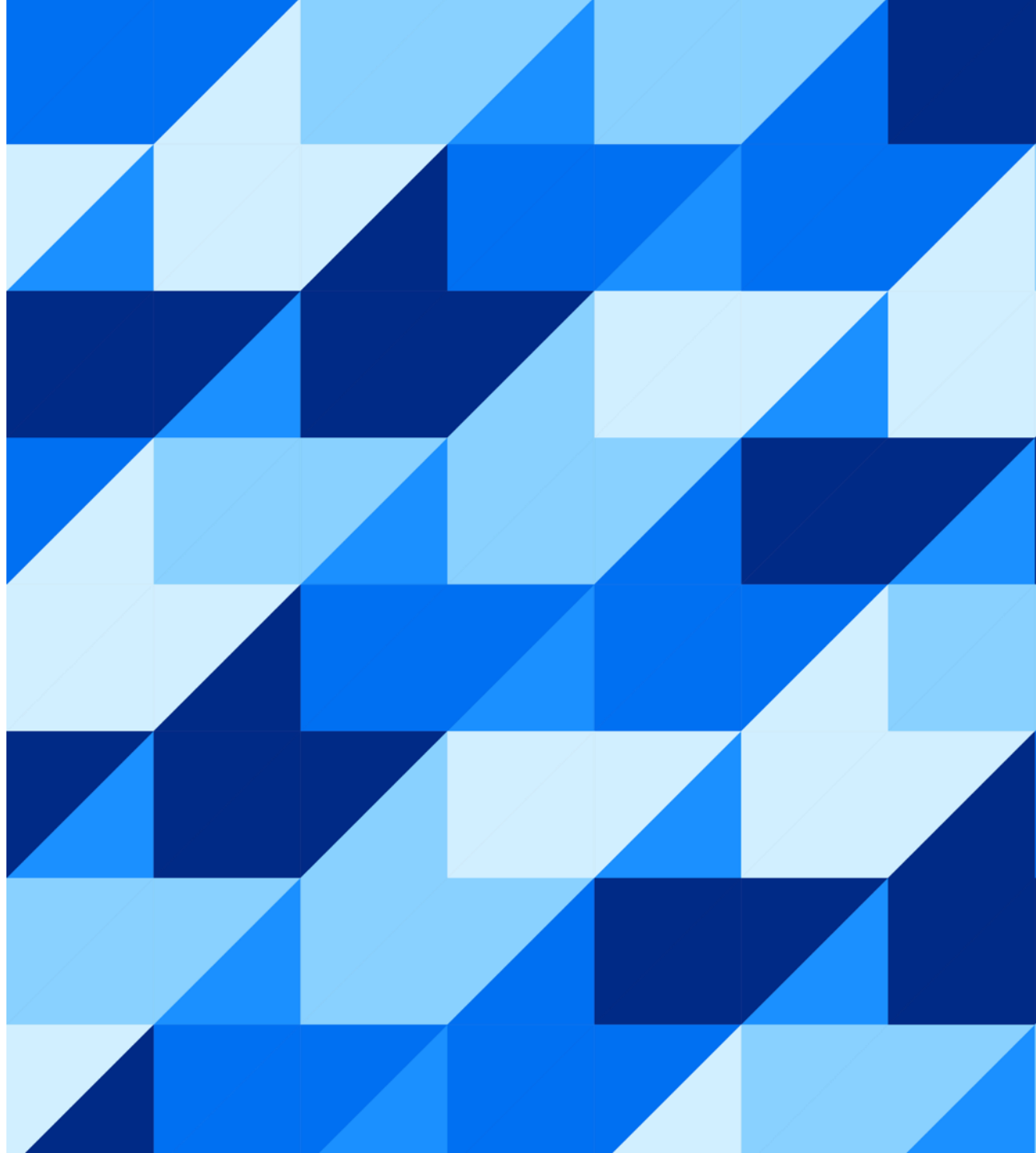


Supplier Info Pack Standard Account

SAP

INTERNAL – SAP and Customers Only



Learn about the 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](#)

Standard Account Overview

Introduction to the 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.

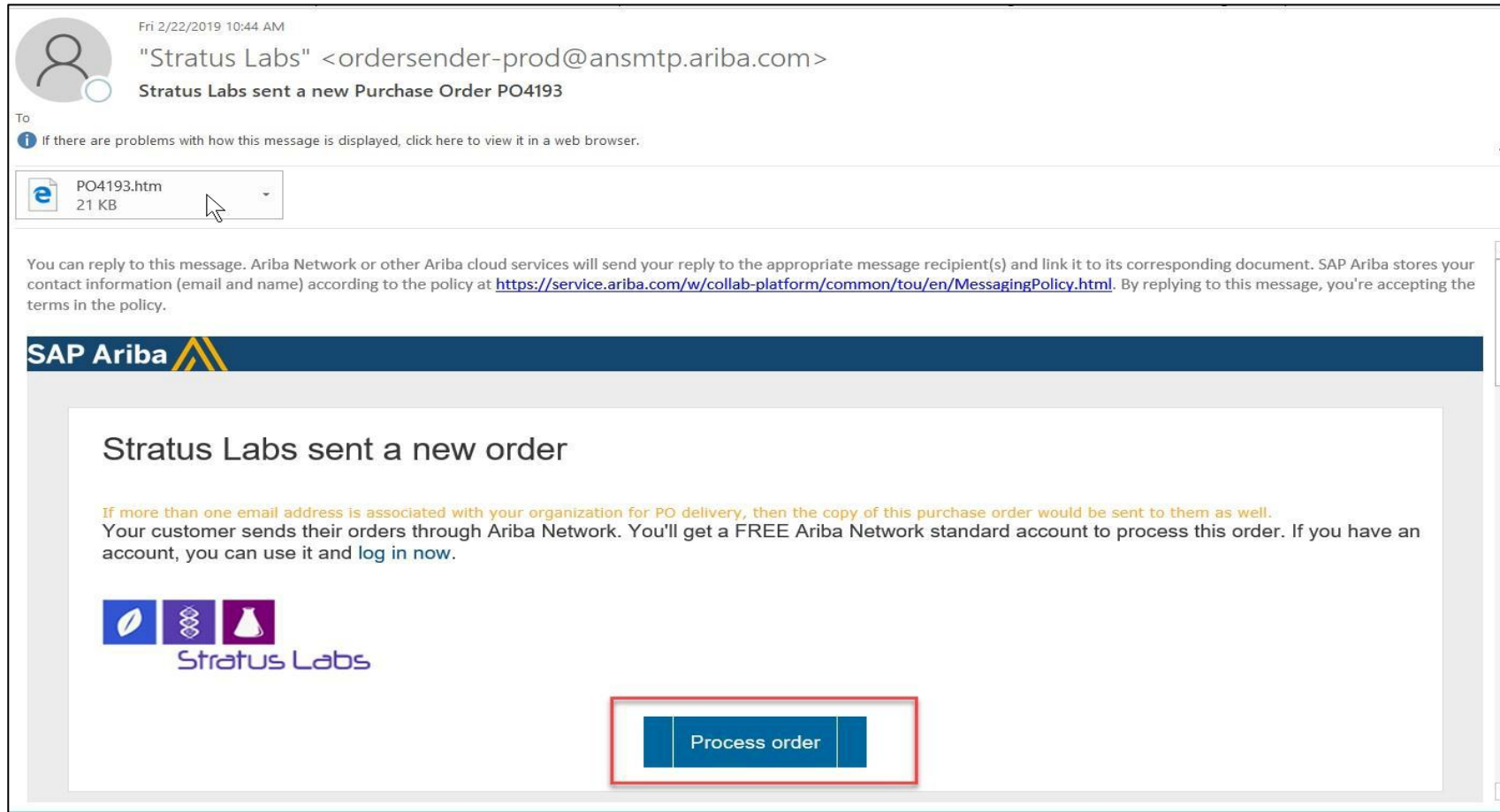
What are the benefits?

- Standard Account provides access to quickly transact with SAP customers for FREE, improve customer retention, and get paid faster.

Next Steps

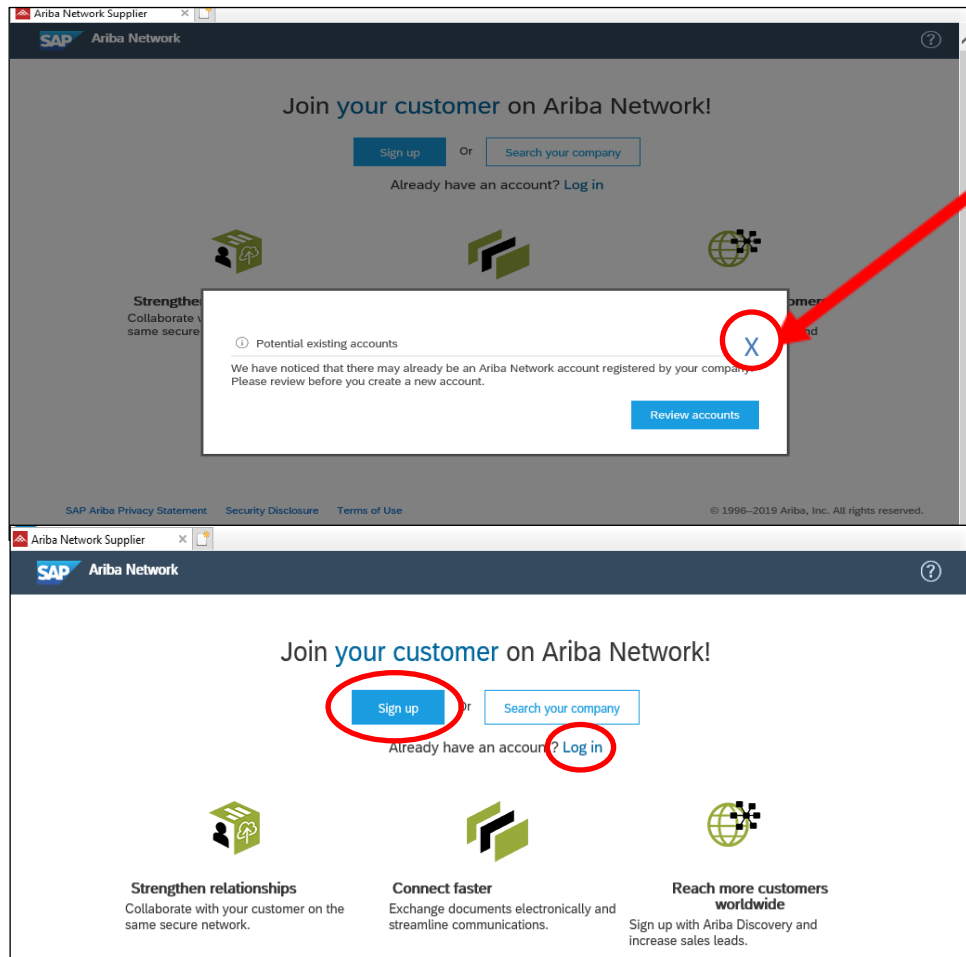
Receive Interactive Email Order from Customer

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



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



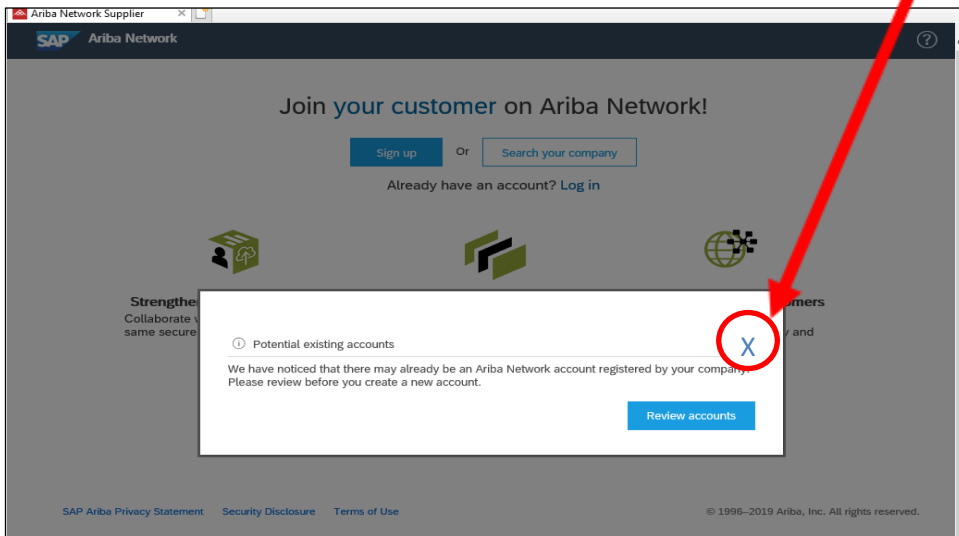
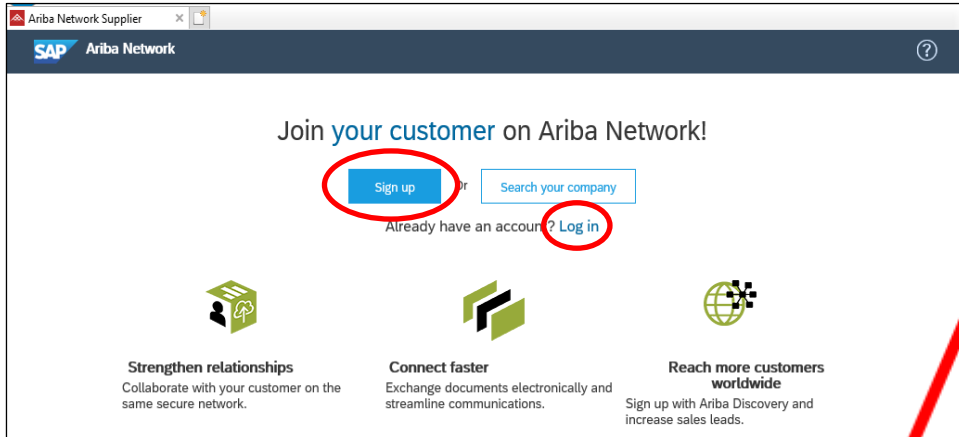
Upon reaching the landing page, a pop-up message may alert you if your company has 'potential existing accounts.' Suppliers may click "X" to close the pop-up to **Sign Up** for a new Standard Account or **Log In** to an existing account to establish the relationship with an existing Standard or Enterprise 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.)

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

Upon reaching the landing page, you may continue with Sign Up for a 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 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.)

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: * ABC Enterprises

Country: * United States [USA] 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: * 123 Pittsburgh Street
Line 2
Line 3

City: * Pittsburgh

State: * Pennsylvania

Zip: * 15222

2 Enter your User account information

User account information

Name: * First Name Last Name

Email: *

☒ Use my email as my username

Username: *

Password: * Enter Password

Repeat Password

Language: English

Email orders to: * john.smith.@sap.com

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](#)

[Register](#) [Cancel](#)

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.

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:

- Login to your account. Click on the circle with your initials to access your Account dropdown menu, select Settings > then select Electronic Ordering Routing
- 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.
- 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 screenshot shows the SAP Ariba Network account settings interface. The top navigation bar includes the SAP logo, 'Ariba Network', 'Standard Account', and an 'Upgrade' button. A user profile dropdown menu is open, showing 'ARIBA USER' with email 'userid@ariba.com' and options like 'My Account', 'Link User IDs', 'Contact Administrator', and 'Switch To Test ID'. Below this, 'Standard Account, LLC' and 'ANID: AN0100000001' are listed. The 'Settings' option is highlighted with a red box and a red arrow pointing to it. The 'Electronic Order Routing' option is also highlighted with a red box and a red arrow pointing to it. The 'Save' button is highlighted with a red box and a red arrow pointing to it.

1 Electronic Order Routing

2 Enter up to 5 emails addresses here

3 Save

Note: If you have more than 5 contacts who need to receive the PO, create a distribution alias for all contact to access.

For Email routing method, enter up to five email addresses separated by commas. For Fax routing method, enter a fax number, which is called from the United States. For documents routed through Email or Fax, the language used in section headings and field labels is based on the preferred language setting of the account administrator's user account. **9**

Configure Users (Administrators only)

1. In the upper-right corner of the application, click your initials > Settings and select Users.
2. Click on the Create Role button in the Manage Roles section:
 - Enter Role name of choice (as it make sense to your or organization, e.g., AR, Invoicing, Invoice Processing, Reporting)
 - Enter a brief description for the role
 - 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.

Example User Account Setup for an Invoice Processing role

Create Role

* Indicates a required field

New Role Information

2a Name: * Invoice Processing

2b Description: Enter Role name of choice above (how it make sense to your or organization) and a description here. Choose the Permissions below and Save. Then assign a role to the appropriate users you create.

Permissions

Each role must have at least one permission.
Upgrade your Ariba Network, standard account to an enterprise account to enable all permissions.

Page 1 >> 2c

Permission	Description
<input type="checkbox"/> Response to postings on Ariba Discovery	Response to postings on Ariba Discovery
<input type="checkbox"/> Contract Access	View contracts and generate invoices, as supported by customers (requires Inbox Access)
<input checked="" type="checkbox"/> Inbox and Order Access	View and search documents in Inbox and take actions based on your role
<input type="checkbox"/> Folio Management	Create, activate and delete folio ranges used for tax invoicing.
<input checked="" type="checkbox"/> Invoice Generation	Generate invoices, as supported by customers (requires Inbox and Outbox Access)
<input type="checkbox"/> Logistics Access	Perform Logistics actions with limited access to transactions information
<input checked="" type="checkbox"/> Outbox Access	View and search documents in Outbox and take actions based on your role
<input type="checkbox"/> Services Access	Perform Services actions with limited access to transactions information

Transact with customer using Standard Account

Click on Create Order Confirmation, Create Ship Notice, or Create Invoice to get started.

NOTE: These options will vary depending on Buyer Network ruleconfigurations/requirements

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

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

Hello <Supplier Name>.

Your customer <Buyer Name> sent you a purchase order through Ariba Network. If you don't have an Ariba Network account, click **Process order** in this email to get a free light account and process the order on the network. Or, if you have an account, [log in now](#).

The Ariba Network Team
<http://www.ariba.com>

[Customer-specific content will go here]



Process order


From: ABC Buy
13252 Sout
United Stat
Phone:
Fax:
Email: buye

Ariba Network

Join **Buyer ABC** on Ariba Network!

Sign up

Already have an account? [Log in](#)



Ariba Network Paul Smith v Help v

Register

1. Company information

Company name
ACME Supplier

Country
United States (USA)

Address
El Paso - DAA-2xx

Line 2

ZIP code
99999-1804

City
El Paso

2. User account information

Name
First Last

Email

☐ Use this email as your username

Username

Password
Enter password


Ariba Network Light account - Free Join your customer on Ariba Network [Learn more](#)

Ariba Network Light account - access more features [Learn more](#) Company Settings Paul Smith Help v

Purchase Order: POT4323ID09_noSoldTo

[Create order confirmation](#) [Create ship notice](#) [Create invoice](#) [Print](#) [Download PDF](#) [Download CSV](#) [Resend](#)

Order Details Order History



From: Accounts Payable
BuyerABC (Bill To)
DAA-2xx Test Environment
El Paso - DAA-2xx Test PO, TN 99999-9999
United States

To: Seller
Street 33
Supplier Main address Line 2
M11 Y14 Muenchen
DEU
Germany
Phone: +1 (123) 213423423
Fax:
Email: coschrader@ariba.com

Purchase Order
Buyer POT4323ID09_noSoldTo
Amount: \$10.00 USD

Payment Terms
6.0% 10 NET 30

Comments
Terms and Conditions: <http://www.BuyerAriba.com/termsConditions.cfm>

Other Information
xxx Website: Terms and Conditions
InquiryTerms: Colled
DeliveryTerms: Shipping Point
SpecialAnnouncements: specialAnnouncements
Customer WIT/Tr ID: BuyerABC_12345
[View less](#)

Ship All Items To

BuyerABC (Ship To)
13252 South Yale Place
Jenks, OK 74037
United States
Ship To Code: 15278PR1

Accounts Payable
BuyerABC (Bill To)
DAA-2xx Test Environment
El Paso - DAA-2xx Test PO, TN 99999-9999
United States

Deliver To
Jenks Manufacturing Mill

Routing Status: Sent

Line Items

Line #	Part # / Description	Type	Qty (Unit)	Need By	Price	Subtotal	Shipping	
1	BEARING, FLANGE, Lamin spinn ditor at amet, consectetur adipiscing elit. Quisque molestie metus id varius rhoncus. Cras pretium, dolor sit amet finibus fringilla, arcu sapien semper sem, ut accumsan ex enim ac tellus.	Material	1 (EA)	9 Dec 2016	\$5.00 USD	\$5.00 USD	\$0.00 USD	Details
2	SubPart0002	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 inbox



Save Time

Get in front of buyers ready to buy



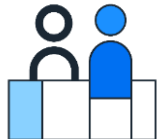
Sell Efficiently

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



Available on [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"> • Long-term invoice archiving for global compliance (Regional restrictions apply) • Capability to mass download invoices for local archiving
SAP Support	Online Help Center	<ul style="list-style-type: none"> • Support via phone, chat, or email • Direct access to enablement experts for onboarding assistance • Technical support for configuration and integration assistance • Online educational training courses
Integration	✗	✓
Reporting	✗	✓
Multiple customer relationships	✓	✓
Multi users	✓	✓
Mobile App	✓	✓
SAP Business Network Discovery	✓ Fees may apply to respond to leads. Click here for more information.	✓ Fees may apply to respond to leads. Click here for more information.
Fees	FREE	Fees may apply, See complete details .

Home Page – Upgrade to Realize the Full Value of the Network

SAP Business Network Standard Account [Upgrade](#) [Back to classic view](#)

Home Enablement Workbench Orders Fulfillment Invoices Payments Catalogs Reports

Overview Getting started ⁶

0 Enablement Tasks

My widgets Sildy Manufacturer Customize

Purchase orders Last 3 months

\$0 USD

\$1 \$0.8 \$0.6 \$0.4 \$0.2 \$0

Dec Jan Feb

Sildy Manufacturer

Invoice aging

\$0 USD

\$1 \$0.8 \$0.6 \$0.4 \$0.2 \$0

0-30 31-60 61-90

Sent Rejected Approved

Activity feed All

There is no recent activity to display.

Upgrade to realize the full value of Ariba Network!

	STANDARD ACCOUNT Your current account	ENTERPRISE ACCOUNT Upgrade
FULFILLMENT		
Orders and invoices	<ul style="list-style-type: none">✓ Respond to emailed orders using features that your customer requests, like order confirmations, ship notices and invoices✓ Check invoice status and create non-PO invoices, if supported by your customer	<ul style="list-style-type: none">✓ Skip the emails. Get and manage orders and invoices all on Ariba Network.✓ Use CSV uploads to manage large documents.
Catalogs	<ul style="list-style-type: none">✓ Publish catalogs that detail your products and services *	<ul style="list-style-type: none">✓ Publish catalogs that detail your products and services
Integration		<ul style="list-style-type: none">✓ Integrate with your backend systems through CXML or EDI
Legal Archive		<ul style="list-style-type: none">✓ Access to long-term invoice archiving (regional restrictions apply)
Reporting		<ul style="list-style-type: none">✓ Get reports to track transactions and sales activities
Support	Help Center	<ul style="list-style-type: none">✓ Help Center, phone, chat, and web form
Fees	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 Ariba Network Standard Account interface. The top navigation bar includes the SAP logo, 'Ariba Network', 'Standard Account', and an 'Upgrade' button. The main content area shows a 'Purchase Order: PO2017-05-23LAC005ID02' with tabs for 'Order Detail' and 'Order History'. The 'Order Detail' tab is active, showing a 'Buyer' logo and contact information for 'Buyer ABC (S)' and 'ACME-LAC005 Inc (Supp)'. The 'Help Center' panel is open on the right, featuring a search bar and a list of topics such as 'Invoices (3:10)', 'Send a PO-based invoice (4:35)', 'Send a ship notice (3:08)', 'How do I create documents against purchase orders from my customer?', 'How to configure your user account information and company settings', 'Register and send an order confirmation (4:10)', 'How do I invoice a purchase order if I lose the email notification?', 'Add a new user (3:12)', 'When do I need to contact the account administrator for my company?', 'What browser versions are certified for SAP Ariba cloud solutions?', 'Overview of Ariba Network (4:07)', 'How do I change my remittance address and banking information?', 'How do I view my customer's invoicing rules?', and 'How do I upload a logo to my company profile?'. The panel also includes links for 'Documentation' and 'Support'.

Help Resources – 2 Web Links

Explore the Standard Account Support Documentation Video Repositories available in 24 languages

[Quick Videos & General Information](#)

[Documentation Deep Dive](#)

support.ariba.com/ariba-network-standard-account

SAP

English

The SAP Business Network standard account for suppliers lets you quickly transact for free.

The standard account capability of SAP Business Network gives suppliers a fast, free way to automate their customer transactions. With instant onboarding and no fees, you can sign up in seconds and access an online portal to manage most transaction types and maximize efficiency to keep your customers happy. And if you want advanced features, it's easy to upgrade.

Sign up for a standard account today!

Need help? [Watch our video series!](#)

Need more help? Register for a [weekly Live Webcast with Q&A](#).

Check out the standard account capabilities listed below that provide barrier-free access from email and web browser.

Capabilities	SAP Business Network, standard account
Access	<ul style="list-style-type: none">Access standard account using notifications and an online portal. Access to a workbench makes finding and sorting relevant documents easy and fast.
Company Profile	<ul style="list-style-type: none">Set up a company profile to share with your customers on SAP Business Network.
Orders*	<ul style="list-style-type: none">Transact documents with your customer such as orders, full and partial order confirmation, ship notices, and service entry sheets.
Invoices*	<ul style="list-style-type: none">Convert orders into an e-invoice with the click of a button.Create non-PO invoices and credit memos.
Invoice Status Notifications*	<ul style="list-style-type: none">Receive invoice status notifications.Payment proposalsRemittance details
Payments**	<ul style="list-style-type: none">Access SAP Ariba Payables such as dynamic discounting and payment capability.
Legal Archive	<ul style="list-style-type: none">Email notification and online download provide access to invoices for your local archiving.

https://support.ariba.com/item/view/183459

SAP

English

Welcome to your SAP Business Network Standard Account

As a new **standard account user**, it's important to know how to utilize the services of SAP Support. You can use the [Help Center](#) for FAQ's, tutorials, and demos for help with using your account. Below are some articles and links it is suggested you review to start working with your customer.

Login to your account at <https://supplier.ariba.com>.

Registration, Upgrading and Account Configuration

Steps required to register the Standard Account from an email invitation, how to upgrade to Enterprise and the important configuration steps to configure the Standard Account after registration.

- [Register via email](#)
- [Upgrade to Enterprise](#)
- [Configure account](#)

Video Tutorial & Document Processing Resources

A video playlist and how-to articles supporting every aspect of the Standard Account.

- [Standard Account Tutorial Videos \(Playlist\)](#)
- [Find an order](#)
- [Process a purchase order](#)
- [Create an invoice](#)
- [Invoice payment](#)
- [Invoice rejection](#)
- [Create a catalog](#)

Reach your Buyer

Supplier Information Portals, created by customers, contain all project-related documentation and contact methods.

- [Buyer-Specific Information](#)
- [How to contact my buyer](#)

INTERNAL – SAP and Customers Only

22

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.

FAQ

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.

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 into 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.

FAQ

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: 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.

Thank you.