SAP Business Network

Supplier Info Pack Standard Account

SAP

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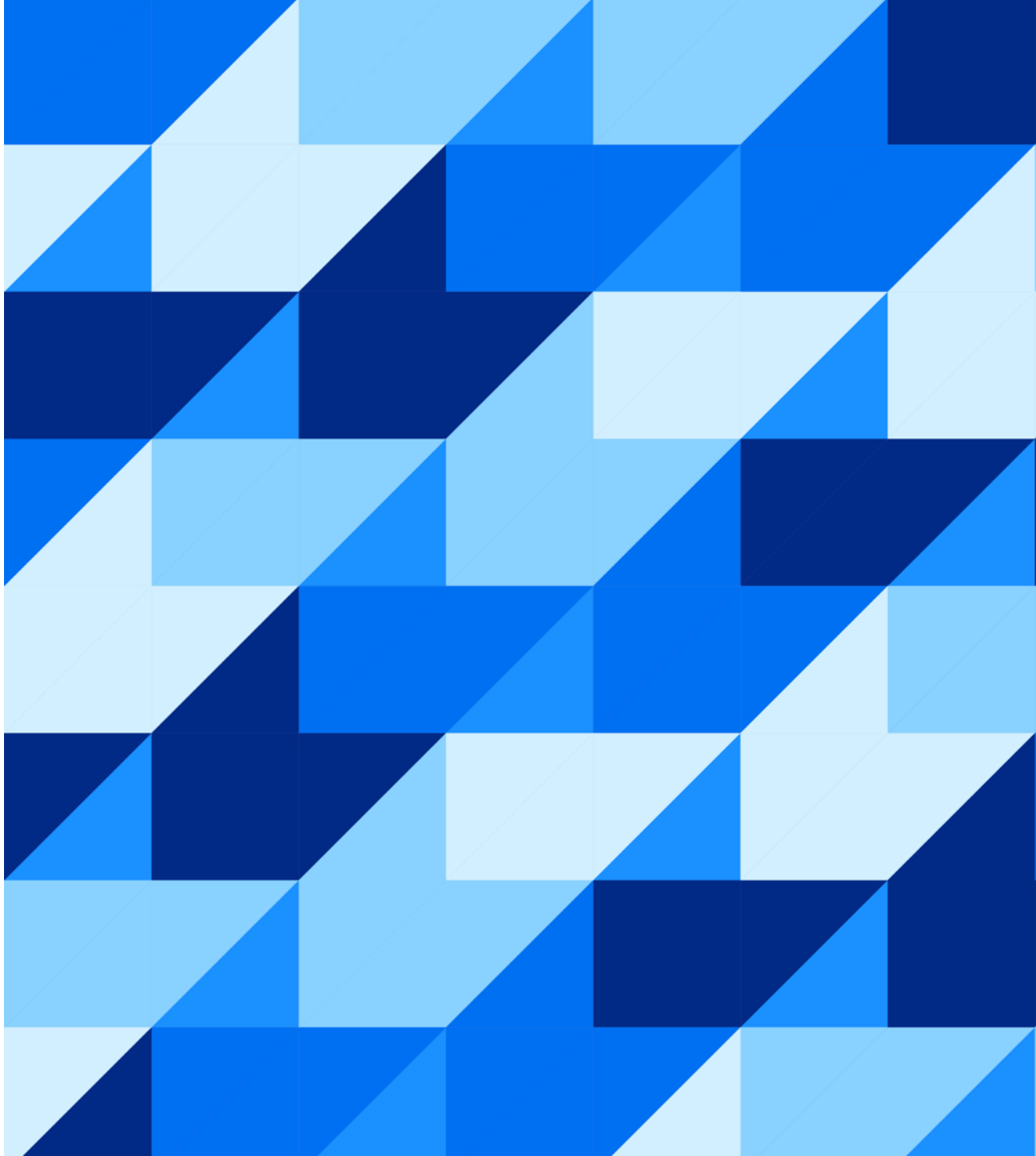

Learn about the SAP Business Network Standard Account

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

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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.

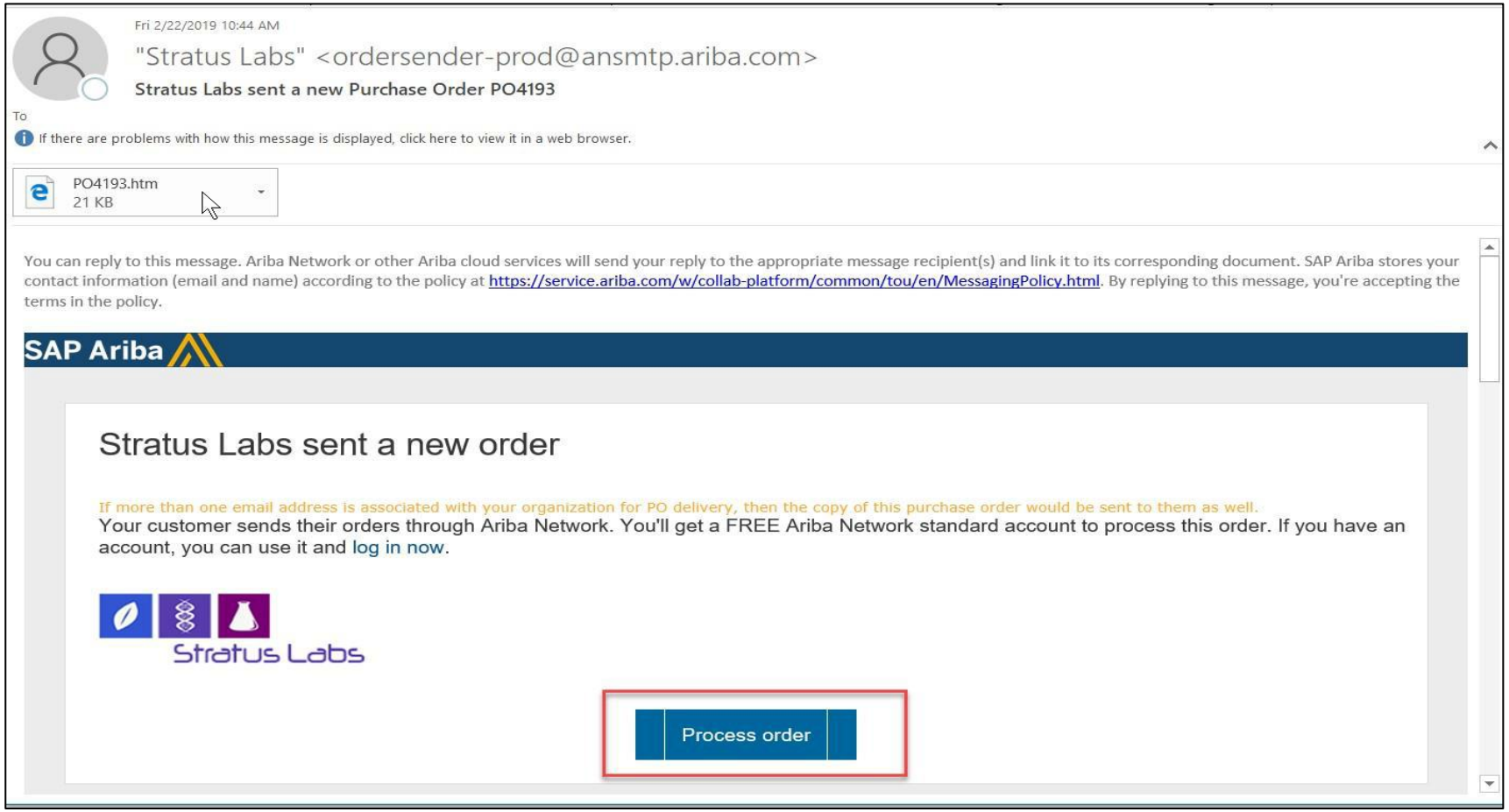
What are the benefits?

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

Next Steps

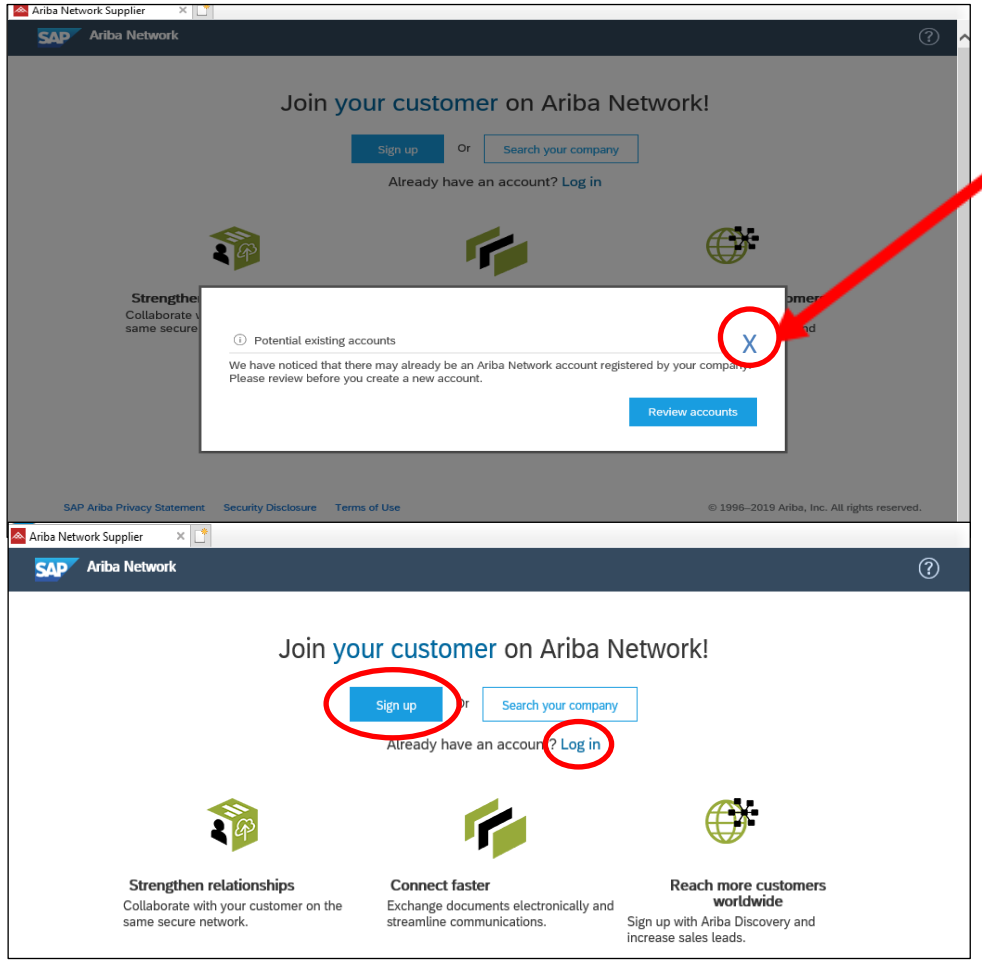
Receive Interactive Email Order from Customer

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



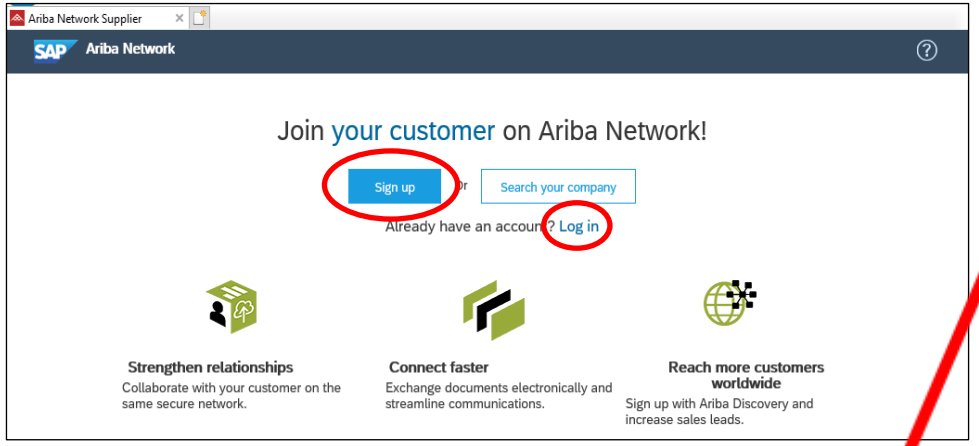
Upon reaching the landing page, a pop-up message may alert you if your company has 'potential existing accounts.' Suppliers may click "X" to close the pop-up to ***Sign Up*** for an new Standard Account or ***Log In*** to an existing account to establish the relationship with an existing Standard or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

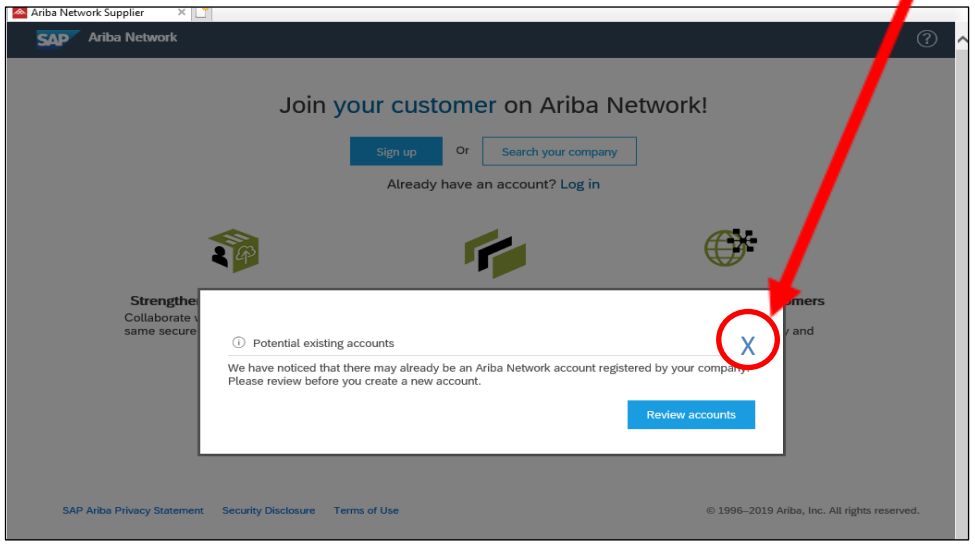
Sign Up Note: When signing up for a new account, you may also click the "X" to "sign up", or briefly review potential existing accounts; if you think you need to merge the account with another part of your company. From the review accounts screen (not shown here) you will have the choice to "go back" 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, he 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 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.

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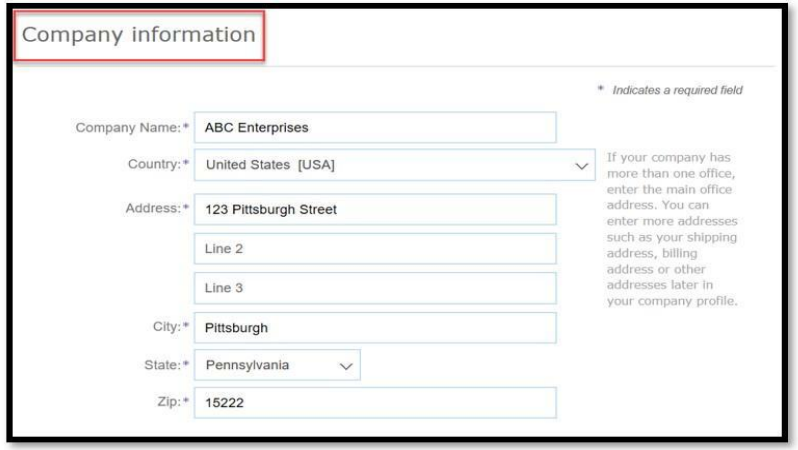
Log In Note: While signing into an existing account through this process, the type of account will result in your original existing account type. (i.e., if you are logging into an existing standard account the account will remain standard and if you are logging into an existing Enterprise Account the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

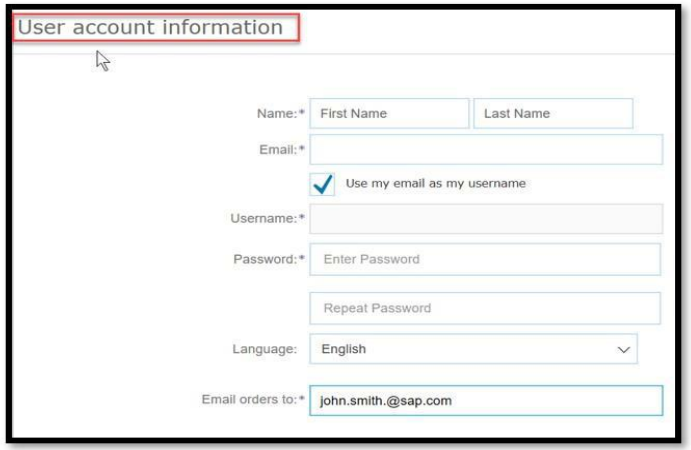
For A New Account Sign-up (Registration)

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

1 **Review your Company information**



2 **Enter your User account information**



3 **Accept Terms of Use and click on Register**

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

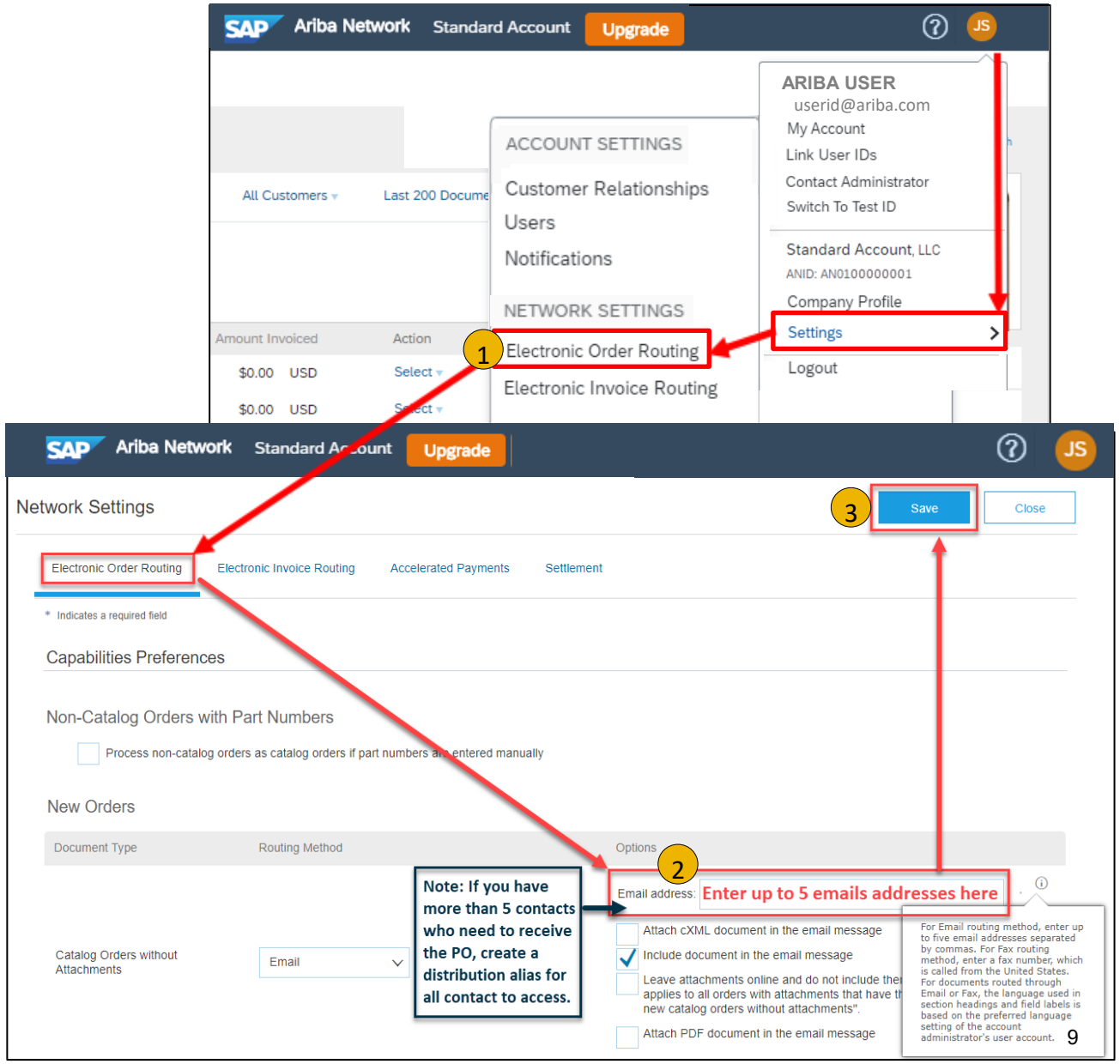
Key Points for taking action on Purchase Orders:

- 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:

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.

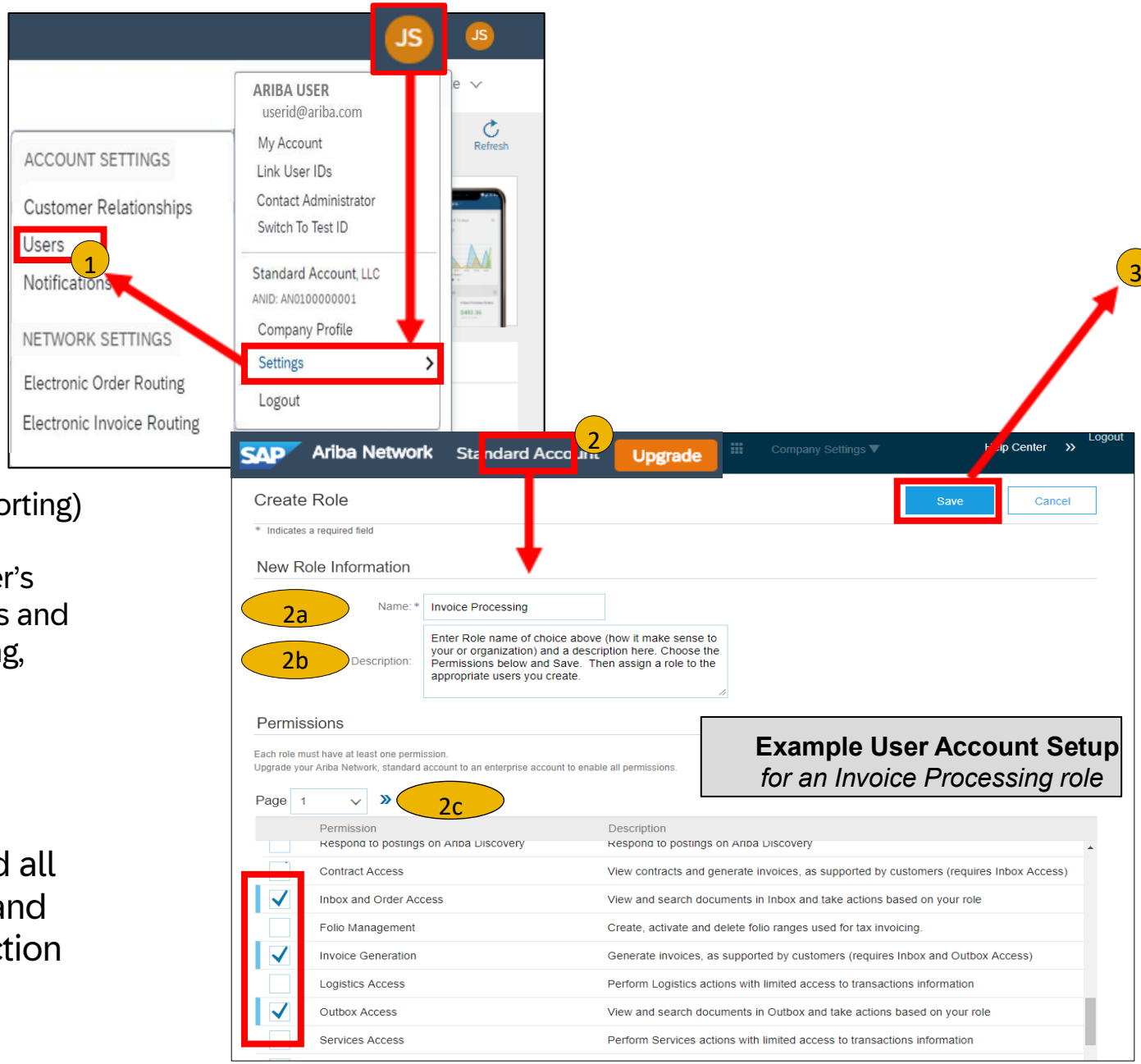


Configure Users
(Administrators only)

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

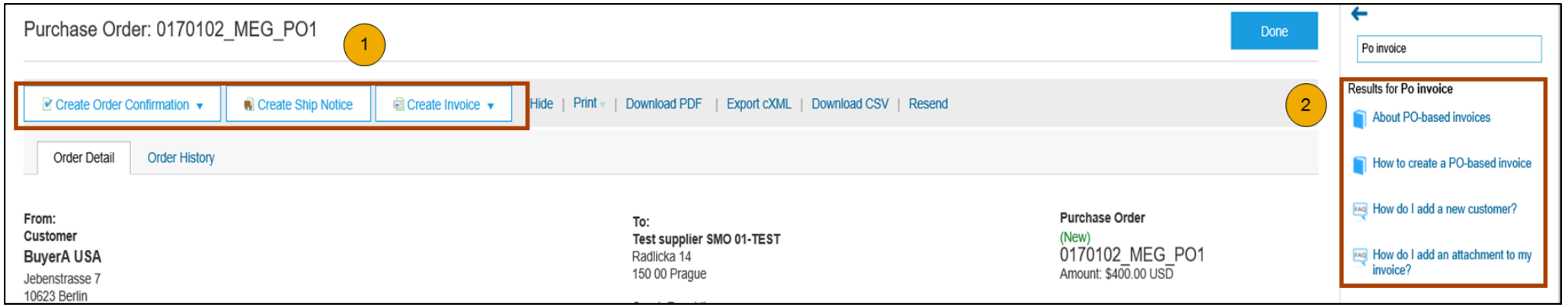
3. To Create a User click on Create User button and add all relevant information about the user including name and contact info. Select a role in the Role Assignment section and click Done.



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.

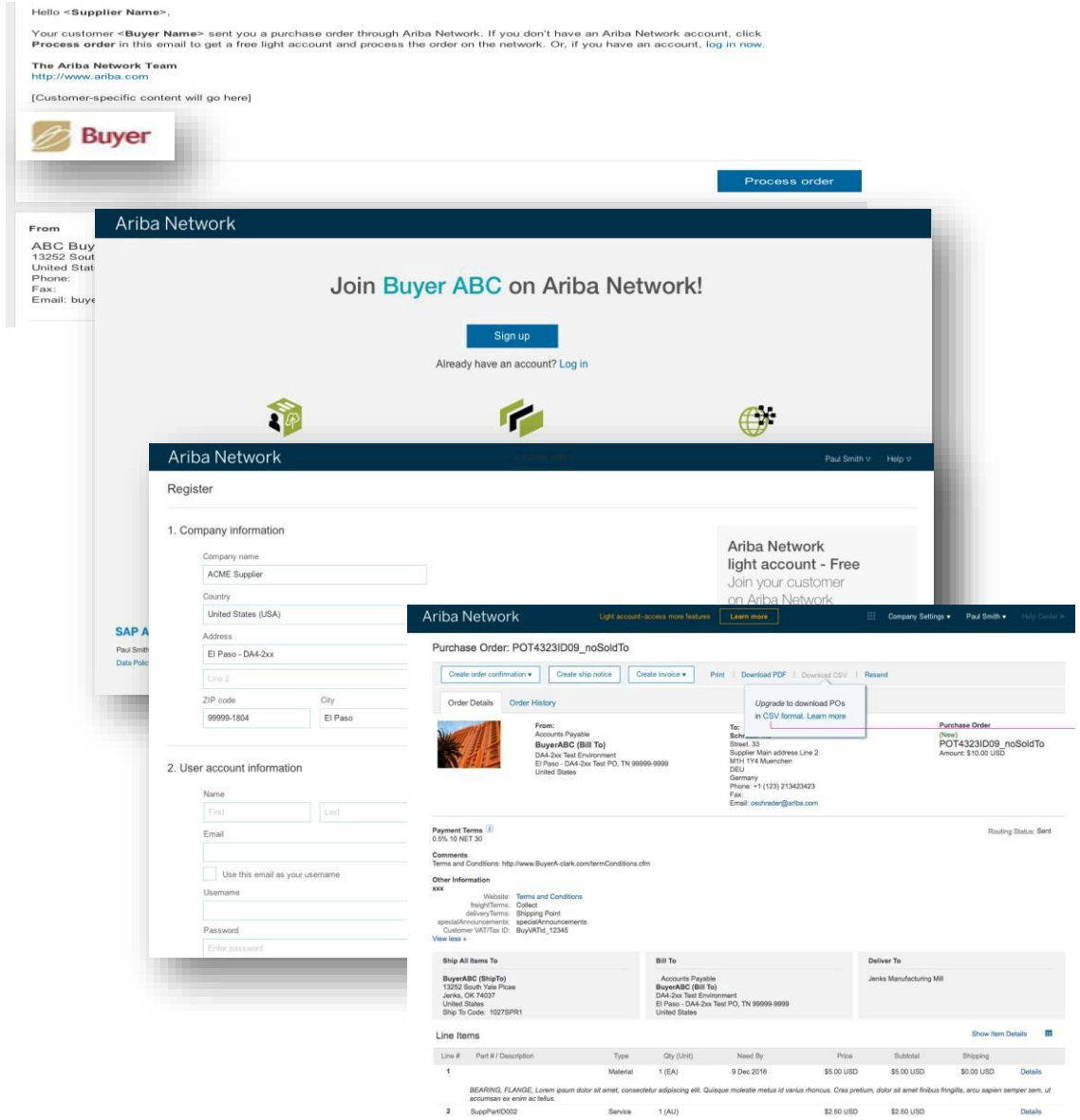


For quick video tutorials and documentation, please refer to the **Help Resources Web Page** in the Help Section of this document (available in 24 languages).

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



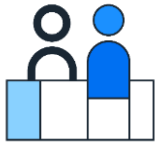
SAP Business Network Discovery
Matching Suppliers to Buyers Ready to Buy

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

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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

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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	• Long-term invoice archiving for global compliance (Regional restrictions apply) • Capability to mass download invoices for local archiving
SAP Support	Online Help Center	• 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.

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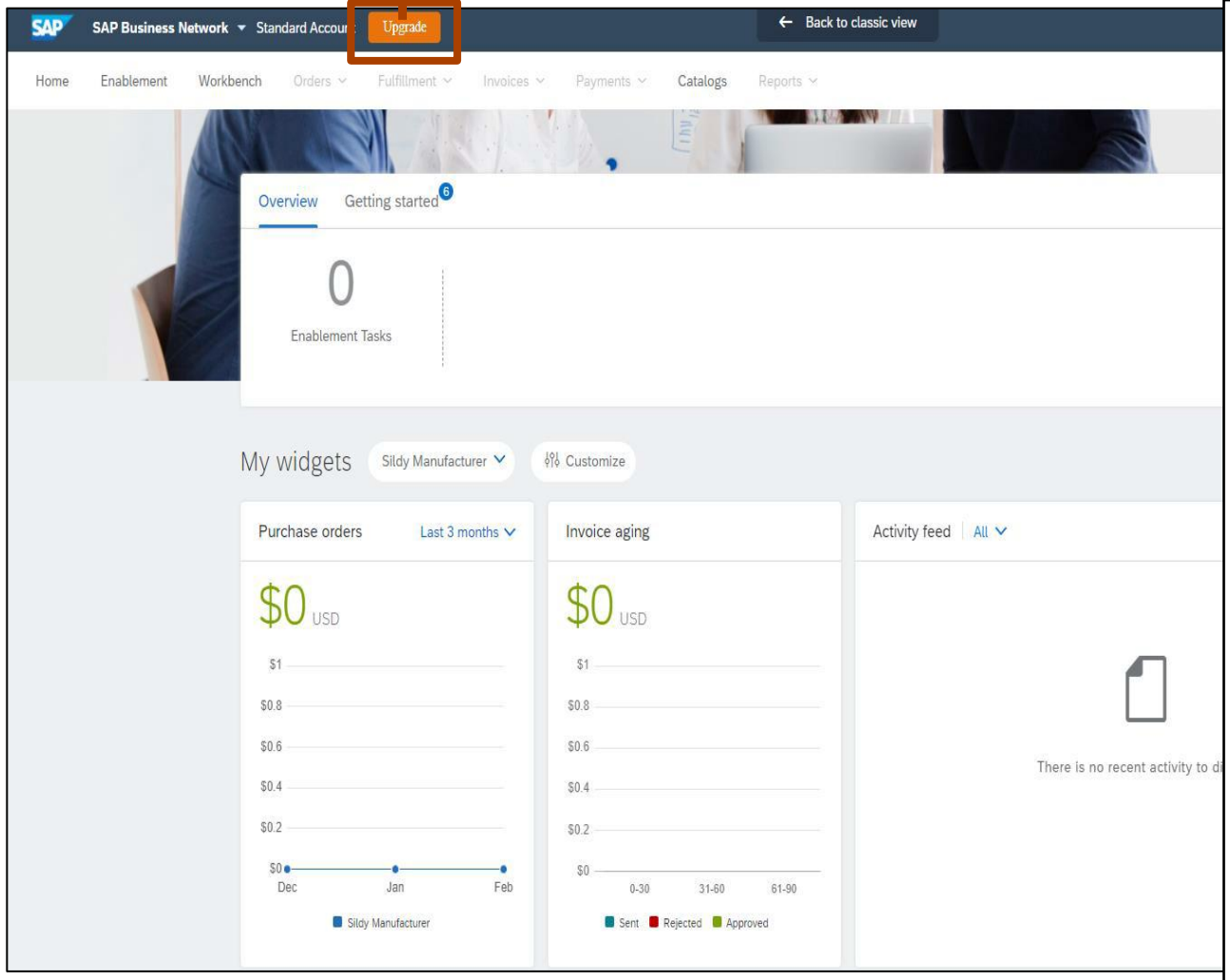
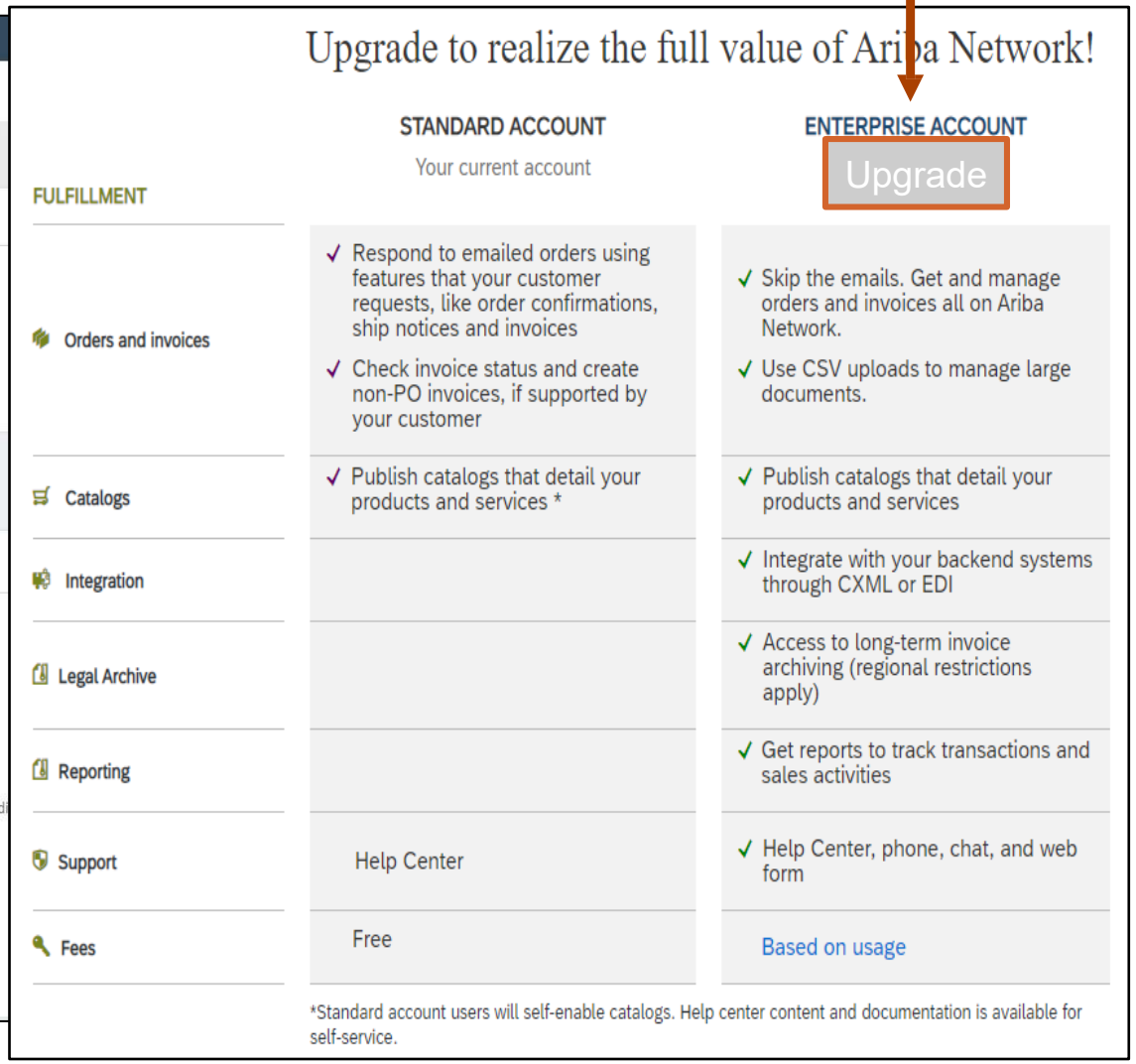
Home Page – Upgrade to Realize the Full Value of the Network





Help

Help Resources – Help Center

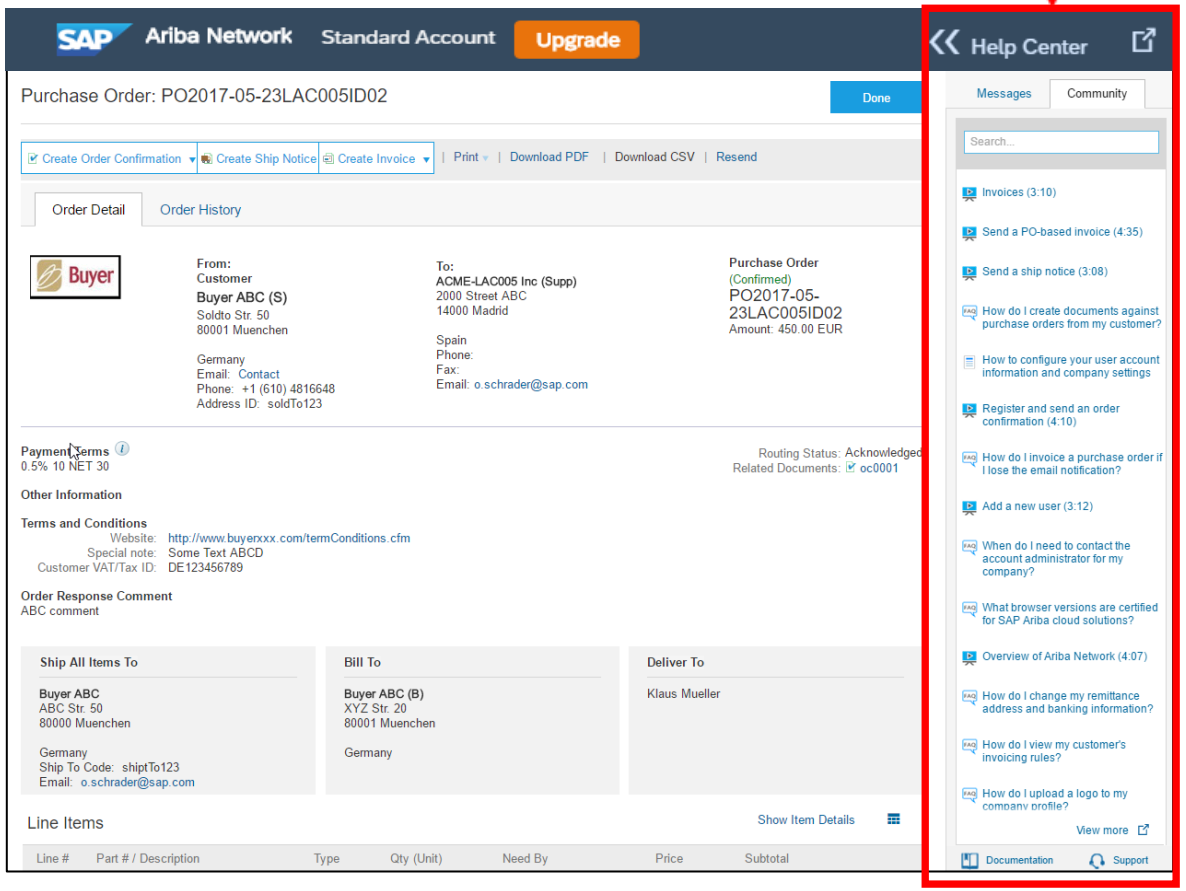
Access the Online Help Center for assistance with your Standard Account

- 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

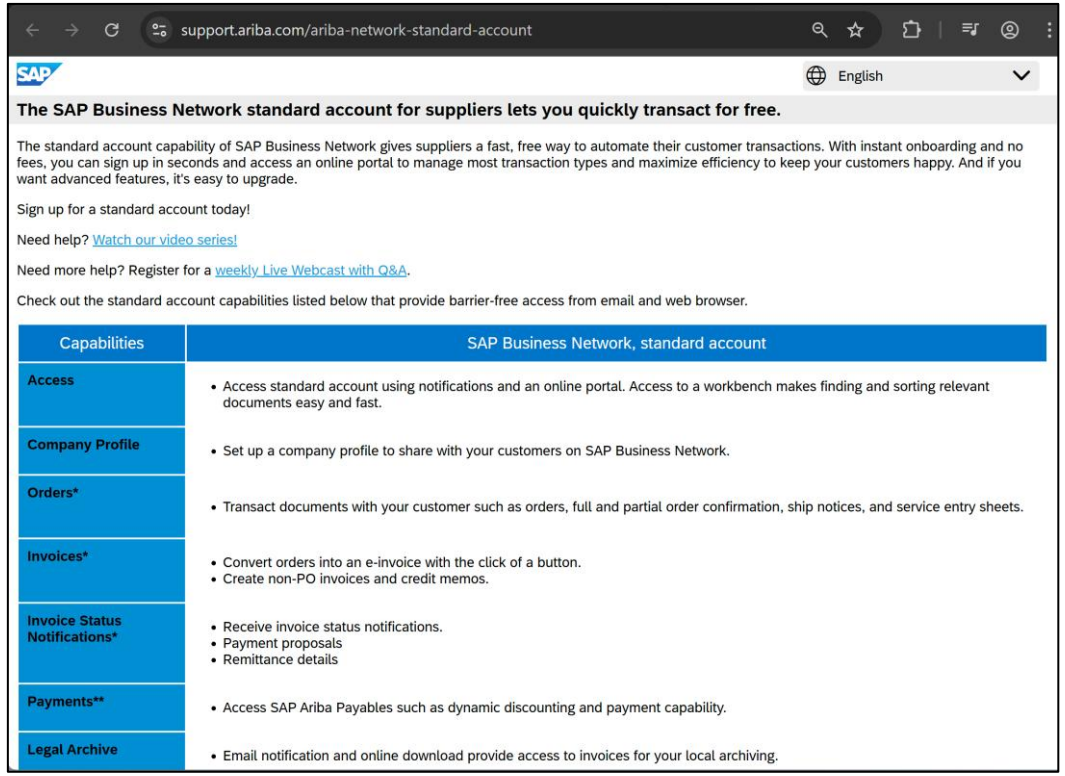


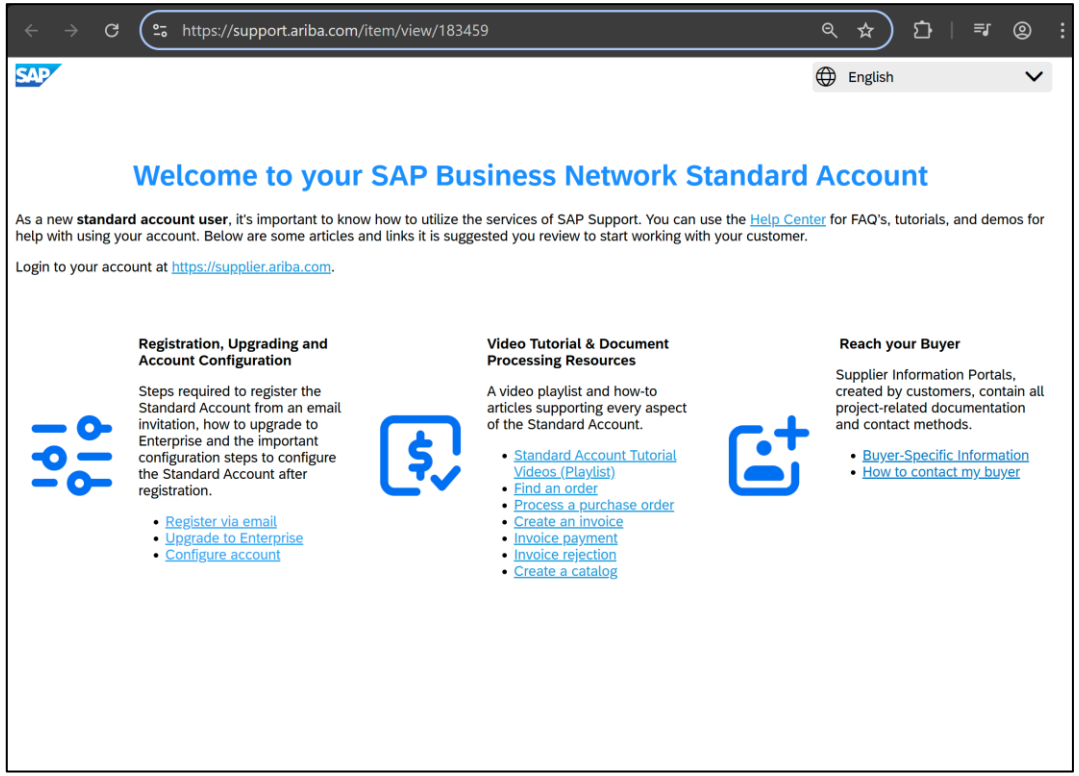
Help Resources – 2 Web Links

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

Quick Videos & General Information

Documentation Deep Dive





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.

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