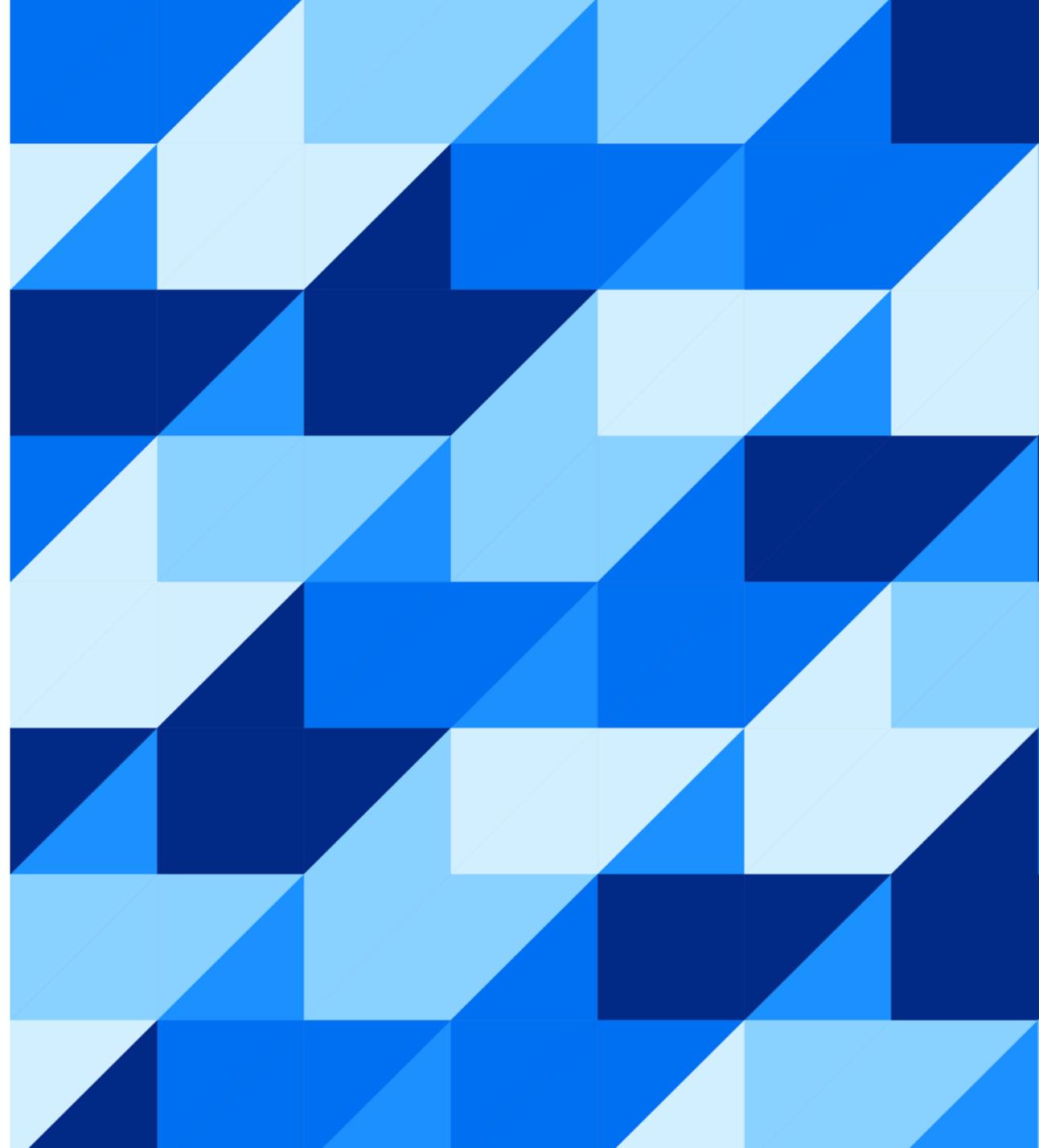


# Supplier Info Pack Standard Account

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)

Fri 2/22/2019 10:44 AM  
"Stratus Labs" <ordersender-prod@ansmtp.ariba.com>  
Stratus Labs sent a new Purchase Order PO4193

To  
If there are problems with how this message is displayed, click here to view it in a web browser.

PO4193.htm  
21 KB

You can reply to this message. Ariba Network or other Ariba cloud services will send your reply to the appropriate message recipient(s) and link it to its corresponding document. SAP Ariba stores your contact information (email and name) according to the policy at <https://service.ariba.com/w/collab-platform/common/tou/en/MessagingPolicy.html>. By replying to this message, you're accepting the terms in the policy.

**SAP Ariba**

**Stratus Labs sent a new order**

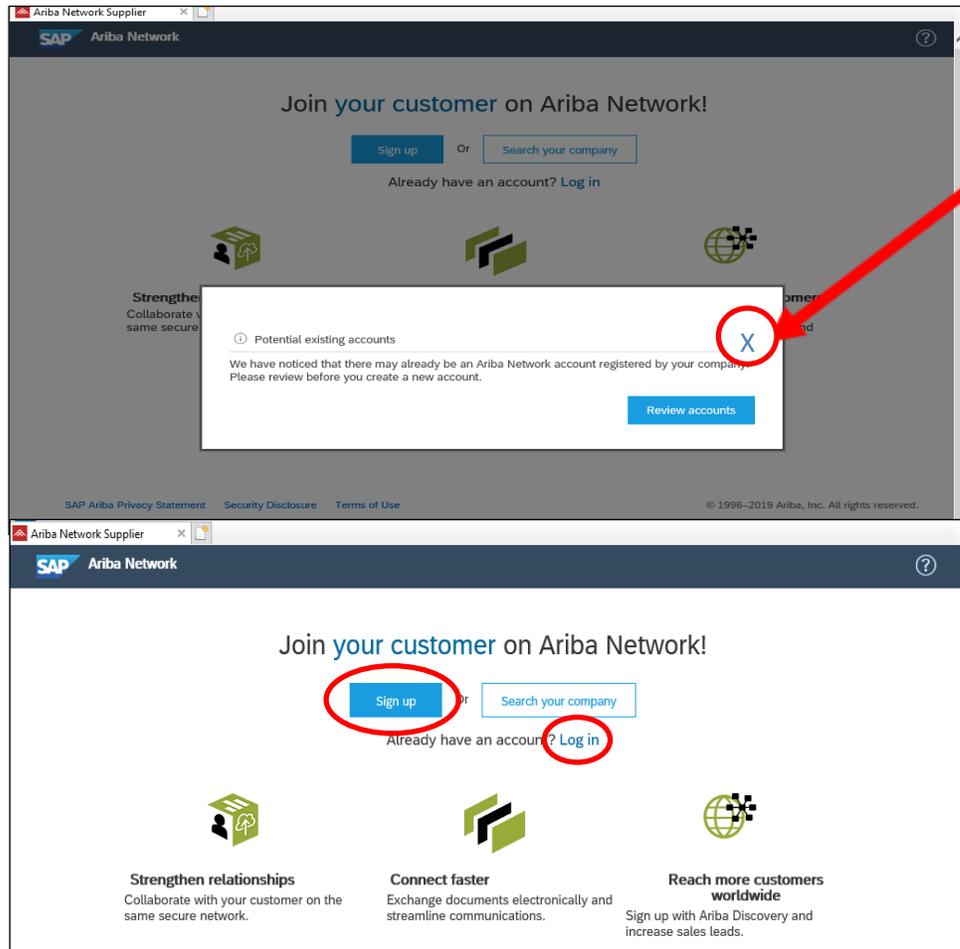
If more than one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to them as well.  
Your customer sends their orders through Ariba Network. You'll get a FREE Ariba Network standard account to process this order. If you have an account, you can use it and [log in now](#).

  
Stratus Labs

**Process order**

# 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



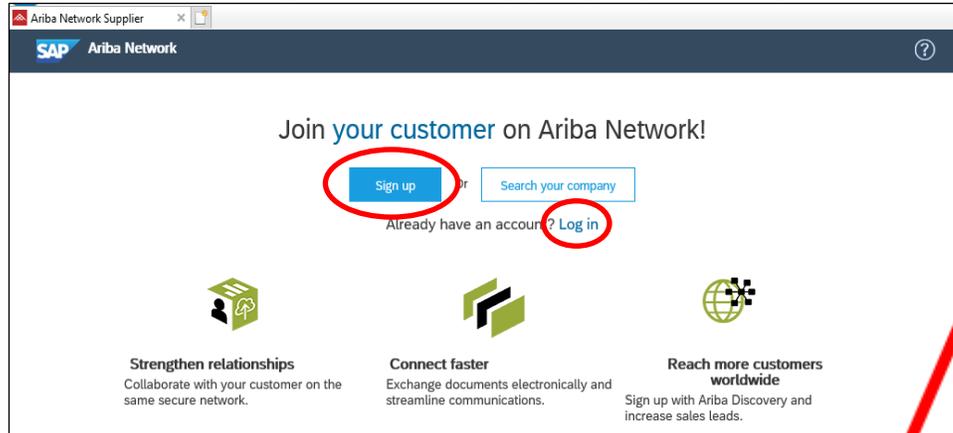
Upon reaching the landing page, a pop-up message may alert you if your company has 'potential existing accounts.' Suppliers may click "X" to close the pop-up to **Sign Up** for a new Standard Account or **Log In** to an existing account to establish the relationship with an existing Standard or Enterprise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

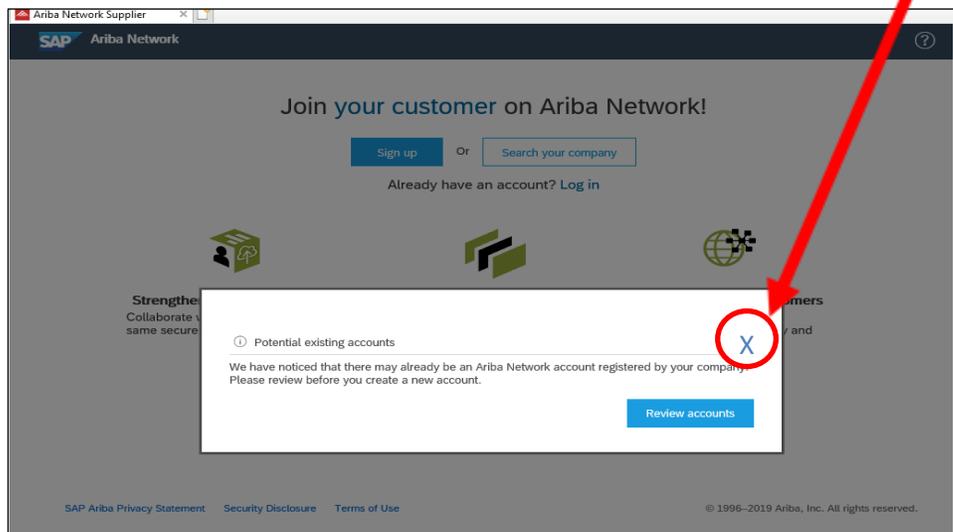
# Sign Up for Standard Account or Log In to an existing account

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](#)

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

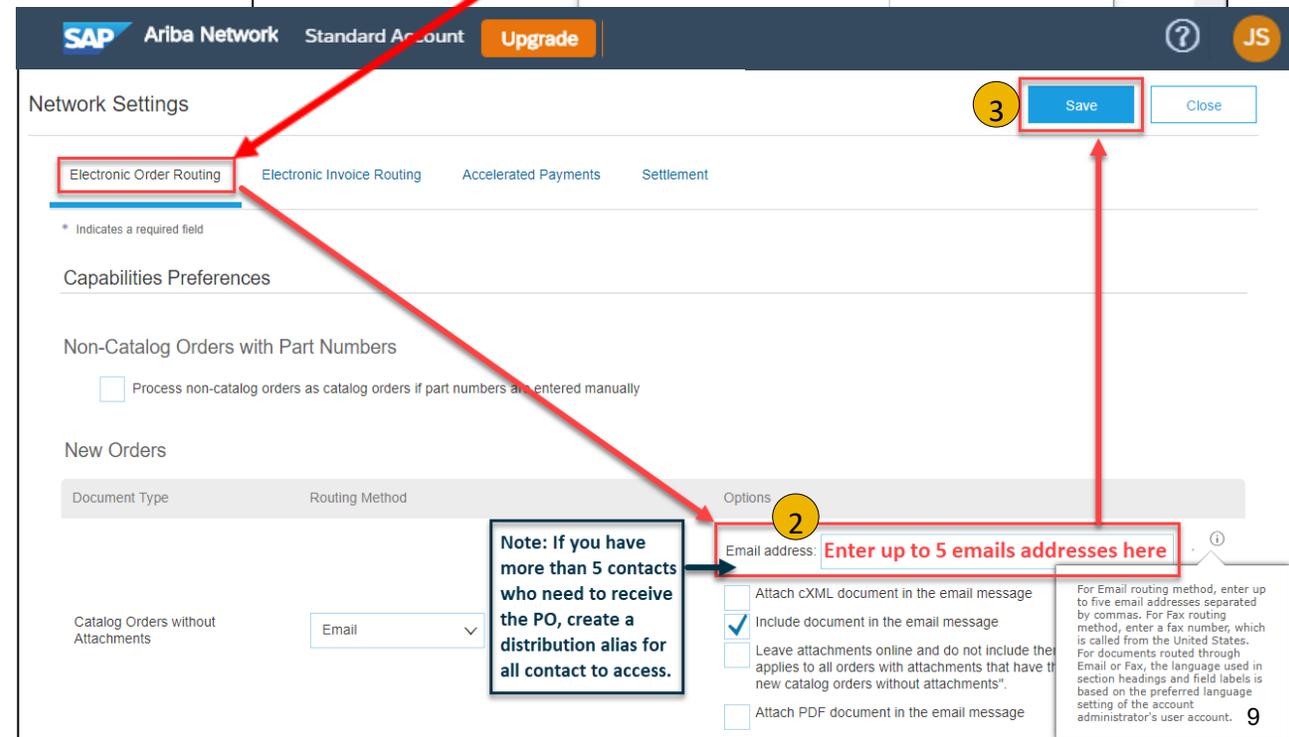
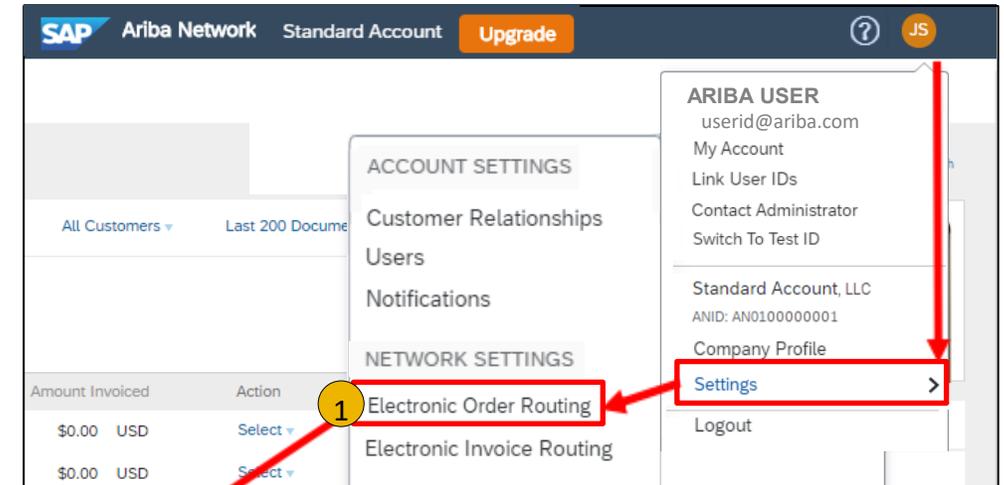
### Key Points for taking action on Purchase Orders:

- 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)

- In the upper-right corner of the application, click your initials > Settings and select Users.
- 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
- 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 illustrates the 'Create Role' process in SAP Ariba Network. The interface shows the 'ARIBA USER' profile in the top right, with 'JS' initials. The left sidebar contains 'ACCOUNT SETTINGS' (Users, Notifications) and 'NETWORK SETTINGS' (Electronic Order Routing, Electronic Invoice Routing). The 'Settings' menu item is highlighted, and a red arrow points to the 'Create Role' button in the top navigation bar. The 'Create Role' form is open, showing 'New Role Information' with 'Name: Invoice Processing' (labeled 2a) and a description field (labeled 2b). The 'Permissions' section lists various roles with checkboxes, and 'Inbox and Order Access', 'Invoice Generation', and 'Outbox Access' are checked (labeled 2c). A 'Save' button is highlighted in the top right of the form. A text box on the right side of the screenshot reads: 'Example User Account Setup for an Invoice Processing role'.

# 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.

The screenshot displays the SAP Business Network interface for a Purchase Order. At the top, the Purchase Order number is 0170102\_MEG\_PO1, with a yellow circle '1' highlighting it. A 'Done' button is in the top right. Below this is a toolbar with three buttons: 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice', all enclosed in a red box. To the right of these buttons are links for 'Hide', 'Print', 'Download PDF', 'Export cXML', 'Download CSV', and 'Resend', with a yellow circle '2' highlighting the 'Resend' link. Below the toolbar are tabs for 'Order Detail' and 'Order History'. The main content area shows the 'From' and 'To' information for the Purchase Order. The 'From' information is for BuyerA USA, and the 'To' information is for Test supplier SMO 01-TEST. The Purchase Order details include the number 0170102\_MEG\_PO1 and an amount of \$400.00 USD. On the right side, there is a 'Po invoice' search bar and a 'Results for Po invoice' section with four help articles: 'About PO-based invoices', 'How to create a PO-based invoice', 'How do I add a new customer?', and 'How do I add an attachment to my invoice?'. This help section is also enclosed in a red box.

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

The screenshot displays the Ariba Network user interface. At the top, there's a navigation bar with 'Ariba Network' and user options like 'Paul Smith' and 'Help'. Below this, a 'Register' form is visible, divided into two sections: '1. Company information' and '2. User account information'. The 'Company information' section includes fields for 'Company name' (ACME Supplier), 'Country' (United States (USA)), 'Address' (El Paso - DAA-2xx), 'ZIP code' (99998-1804), and 'City' (El Paso). The 'User account information' section includes fields for 'Name' (First and Last), 'Email', 'Username', and 'Password'. To the right of the form, there's a promotional banner for 'Ariba Network light account - Free'. Below the registration form, a 'Purchase Order: POT4323ID09\_noSoldTo' is displayed with various action buttons like 'Create order confirmation', 'Create ship notice', 'Create invoice', 'Print', 'Download PDF', 'Download CSV', and 'Resend'. The order details include 'From: Accounts Payable BuyerABC (Bill To)', 'To: Seller', and 'Payment Terms: 6.0% 10 NET 30'. At the bottom, a 'Line Items' table is shown with columns for Line #, Part # / Description, Type, Qty (Unit), Need By, Price, Subtotal, and Shipping.

Line #	Part # / Description	Type	Qty (Unit)	Need By	Price	Subtotal	Shipping
1	BEARING, FLANGE, Lamin spaum dotor at amet, consectetur adipiscing elit. Quisque molestie metus id varius rhoncus. Cras pretium, dolor sit amet fribus fringilla, arca sapien semper sem, ut accumsan ex ornare ac felis.	Material	1 (EA)	9 Dec 2016	\$5.00 USD	\$5.00 USD	\$0.00 USD
2	SuppPart0002	Service	1 (AU)		\$2.50 USD	\$2.50 USD	

# 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



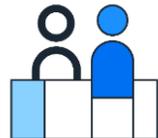
### Sell Efficiently

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
<b>Access</b>	Through email notifications	Online dashboard
<b>Company Profile</b>	✓	✓
<b>Purchase Order, Order confirmation (full &amp; partial), Ship Notice, Service Entry Sheet, (Non-PO) Invoice, Credit Memo</b>	✓	✓
<b>Electronic Catalogs</b>	✓ Self-Service Only	✓ Access to SAP Support
<b>Invoice status</b>	Email notifications	Outbox with easy access from any browser
<b>Legal Archive</b>	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>
<b>SAP Support</b>	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>
<b>Integration</b>	✗	✓
<b>Reporting</b>	✗	✓
<b>Multiple customer relationships</b>	✓	✓
<b>Multi users</b>	✓	✓
<b>Mobile App</b>	✓	✓
<b>SAP Business Network Discovery</b>	✓ 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.
<b>Fees</b>	FREE	Fees may apply, <a href="#">See complete details</a> .

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

The screenshot shows the SAP Business Network interface. At the top, there's a navigation bar with 'SAP Business Network' and 'Standard Account'. An orange box highlights the 'Upgrade' button. Below the navigation bar, there's a 'Getting started' widget with '0 Enablement Tasks'. The 'My widgets' section contains three widgets: 'Purchase orders' (Last 3 months), 'Invoice aging', and 'Activity feed'. Both charts show \$0 USD. The 'Purchase orders' chart has a legend for 'Sildy Manufacturer'. The 'Invoice aging' chart has a legend for 'Sent', 'Rejected', and 'Approved'. The 'Activity feed' shows 'There is no recent activity to display'.

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

	STANDARD ACCOUNT Your current account	ENTERPRISE ACCOUNT <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)

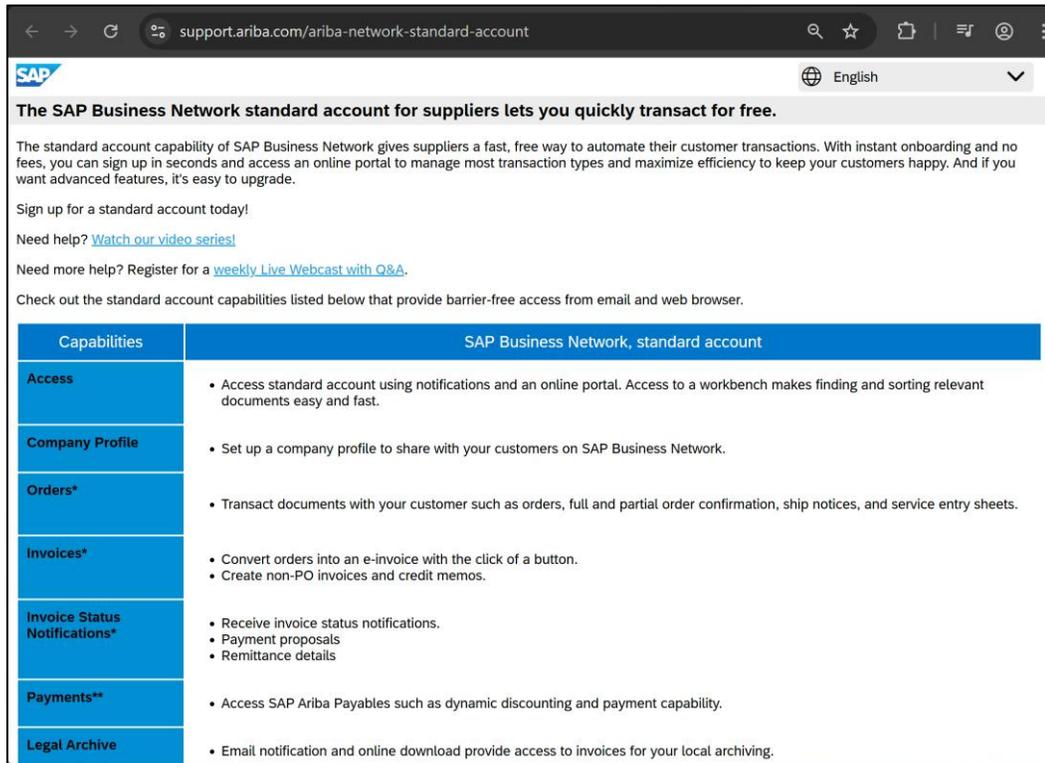
Online Help via Help Center: in-context proved via SAP User Community

The screenshot displays the SAP Business Network interface for a purchase order (PO2017-05-23LAC005ID02). The main content area shows order details, including the buyer (Buyer ABC) and supplier (ACME-LAC005 Inc) information, payment terms (0.5% 10 NET 30), and shipping/delivery details. A sidebar on the right, titled 'Help Center', is highlighted with a red border and contains 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 arrow points from the text above to the 'Help Center' link in the top right corner of the interface.

# Help Resources – 2 Web Links

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

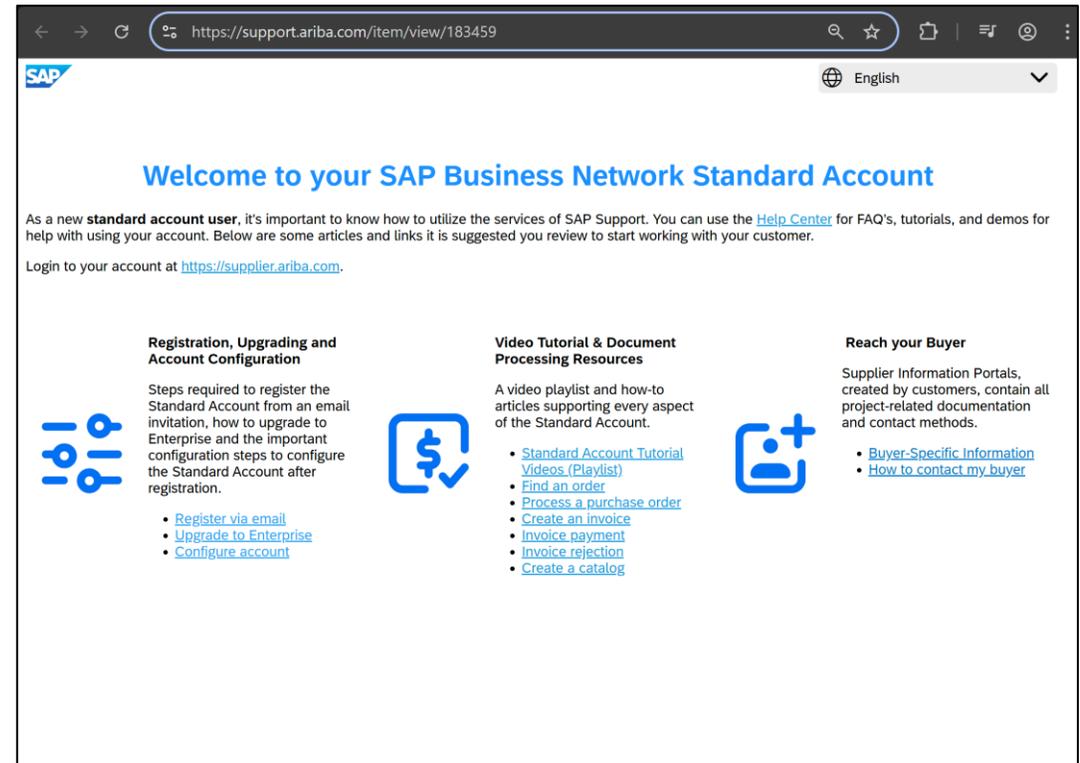
## [Quick Videos & General Information](#)



The screenshot shows the SAP Business Network standard account page. The header includes the SAP logo and a language selector set to English. The main heading reads: "The SAP Business Network standard account for suppliers lets you quickly transact for free." Below this, there is introductory text about the standard account's benefits, a sign-up prompt, and links for help and a live webcast. A table lists various capabilities of the standard account.

Capabilities	SAP Business Network, standard account
Access	<ul style="list-style-type: none"><li>Access standard account using notifications and an online portal. Access to a workbench makes finding and sorting relevant documents easy and fast.</li></ul>
Company Profile	<ul style="list-style-type: none"><li>Set up a company profile to share with your customers on SAP Business 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>
Payments**	<ul style="list-style-type: none"><li>Access SAP Ariba Payables such as dynamic discounting and payment capability.</li></ul>
Legal Archive	<ul style="list-style-type: none"><li>Email notification and online download provide access to invoices for your local archiving.</li></ul>

## [Documentation Deep Dive](#)



The screenshot shows the "Welcome to your SAP Business Network Standard Account" page. It features a large blue heading and introductory text for new users. Below the text are three main sections, each with an icon and a list of resources:

- Registration, Upgrading and Account Configuration** (Icon: Gear and person): 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** (Icon: Video camera and document): 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** (Icon: Person with plus): Supplier Information Portals, created by customers, contain all project-related documentation and contact methods.
  - [Buyer-Specific Information](#)
  - [How to contact my buyer](#)

# 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.