

SAP Business Network

Supplier System Administration Process Guide

Supply Chain Collaboration

Version 1.2 - 2024





- The System Administration process guide is generic and provides information about the SAP Business Network for System Administrators
- The System Administrator ensures that the information about the business is current and correct
- The System Administrator is the contact point for SAP Business Network update emails
- The System Administrator is the ONLY user who can create, update permissions and grant access to the SAP Business Network to users
- All screenshots and examples contained within Ariba process guides are taken from SAP Business Network Test Accounts. All documents and the content within the documents are fabrications and in no way reflect any past, current or future documents and any similarities are pure coincidence.
- As your Business System Administrator you can create users, assign permissions and assist users with login information
- Permissions allow access to specific sections of the SAP Business Network, if there is a section that you require contact you system Administrator, refer to [Contact System Administrator](#)
- For Users to access the Test account they must have a different login created from within the test account a user cannot jump from a production to a test account without logging out of one and logging into another
- The Supplier Information Portal can be accessed via the Help Centre
- Not all tabs may be visible as Buyers may not have some tabs and processes in scope

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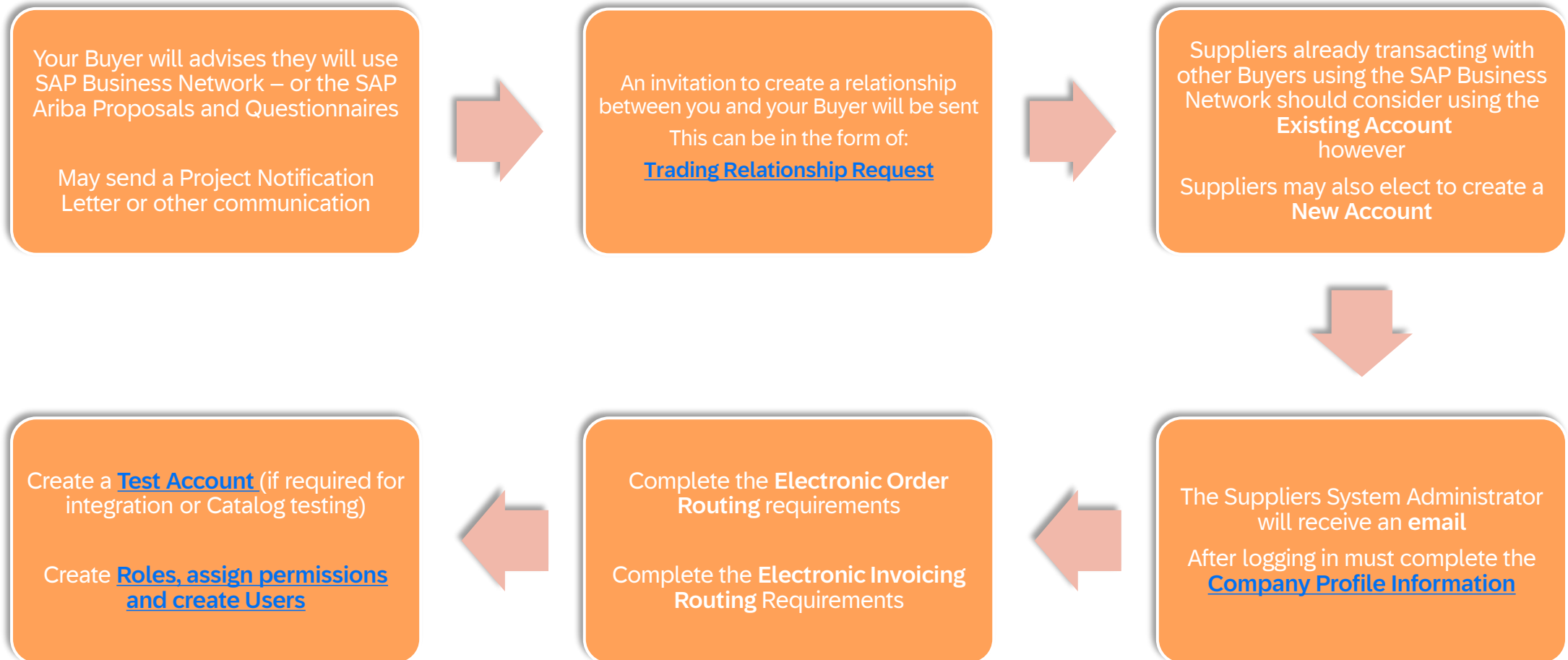
[General Terms](#)

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Getting Ready to Transact with your Buyer – Initial Process

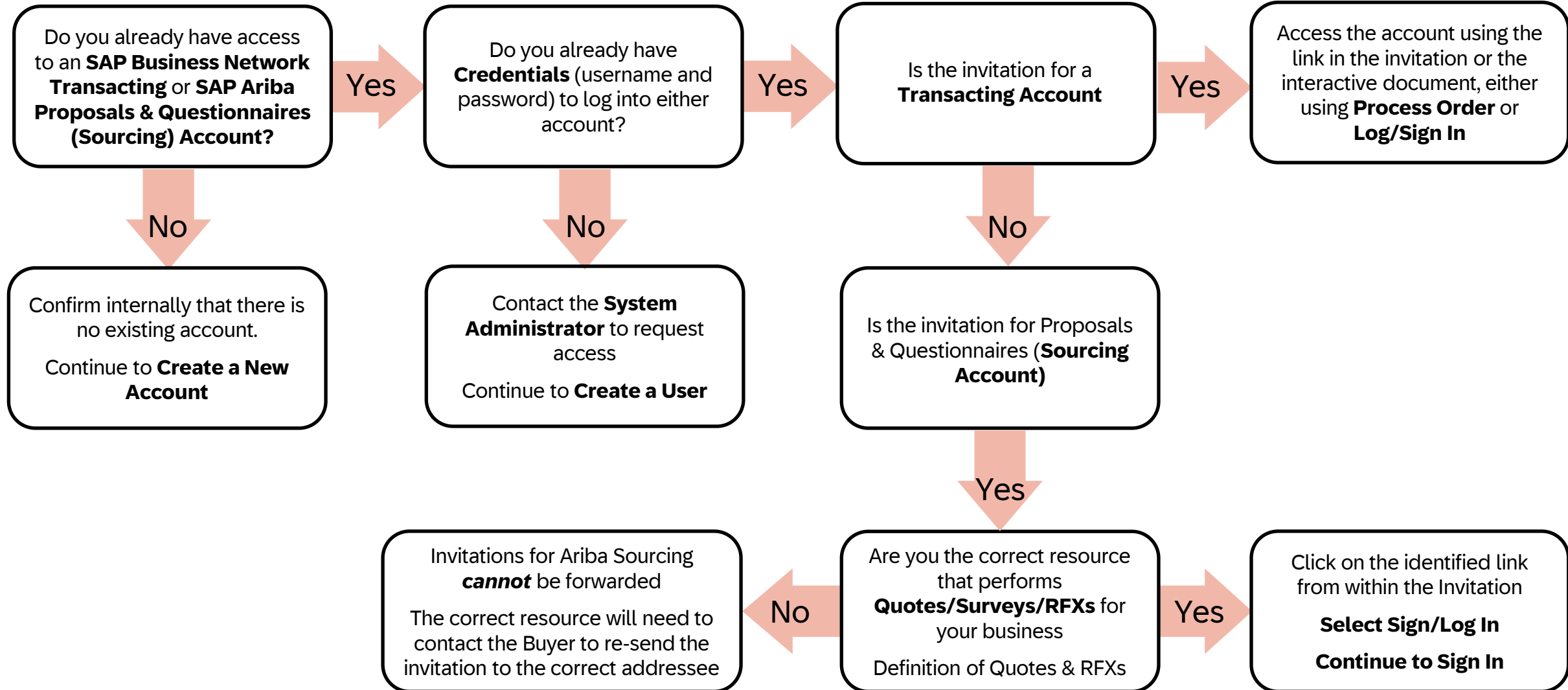
- ❖ This is a high level representation to the process to create an SAP Business Network account in the SAP Business Network, there may be variations, however the setup processes in the SAP Business Network are the minimum requirements for all Suppliers
- ❖ Links take you directly to the required process



Accepting an Invitation to Join SAP Business Network



Invitations from a Buyer Flow



- ❖ Creating a transacting relationship from a buyer-branded trading Relationship Request (TRR) letter via email
- ❖ Ensure you review and accept the Terms of Use (this provides information about any Subscription or Transaction fees)
- ❖ Ensure you understand and accept the Privacy Policy
- ❖ A Supplier can choose to create a new SAP Business Network Account or use an existing account
- ❖ Using an existing account reduces the number of logins
- ❖ The SAP Business Network Identification number (ANID) is the unique identifier for each SAP Business Network (SAP Business Network Account)
- ❖ Ensure that the correct person actions any invitations to transact via the SAP Business Network noting that the person who accepts the invitation becomes the System Administrator
- ❖ Click on the question mark in the top right-hand corner to activate the Help Options Pane to get access to different levels of help
- ❖ Passwords must contain a minimum of 8 characters including upper and lower case, numeric digits and special characters
- ❖ Always access new invitations or interactive documents from within the email sent to you from the Buyer



The Trading Relationship Request (TRR) Invite

Your Buyer has decided to transact with their suppliers using the SAP Business Network and has sent you a Trading Relationship Request (TRR)

1. **Get Started** button provides access to a form
2. A link to the **Supplier Information Portal** (SIP) for the Buyer is shown on the invitation which provides access to process and training materials
3. **SAP Business Network** provides information about SAP Business Network

Note: All items in blue can be selected to take users to different screens, websites or information that the Buyer wishes to share

Avante Labs GmbH would like to connect with you on SAP Business Network

AS Avante Science Inc. <ordersender-prod@ansmtp.ariba.com>
To Ben Bootman

Reply Reply All Forward

Avante Labs GmbH

Connect with Avante Labs GmbH to collaborate on SAP Business Network!

To Ben Bootman at Tulip Lighting Equipment,

We would like to invite you to connect with us on SAP Business Network. As part of our digital transformation, we expect our suppliers to process orders and submit invoices via this network.

You can learn more about the why, what, and when of this transformation by watching our recent supplier summit recording, accessible via the supplier information portal below.

You can login and connect with an existing Ariba Network account or create a new account on SAP Business Network and establish the connection. We're looking forward to continuing doing business with you on SAP Business Network.

Click Get started to connect.

[Get started](#) **1**

Link expires: Sunday, Jul 04, 2021, 12:00AM PDT

About this invitation

From:	To:
Avante Europe Group Procurement Avante Labs GmbH	Ben Bootman Tulip Lighting Equipment

eConnect@AvanteLabs.us

Learn more:

- Visit the [Supplier Information Portal](#) for instructions provided by Avante Labs **2**
- Learn more about [SAP Business Network](#) **3**

Powered by



Ensure you are the required person to accept the relationship from your Buyer

The person who accepts the relationship automatically becomes the business SAP Business Network System Administrator

With the TRR email open

1. Click on **Get Started**

❖ About this invitation panel – displays content such as the **From:** and **To:**, a **message from your Buyer** and a **Read More** link for more information from your Buyer and **About SAP Business Network** link taking users to an external website

❖ **Review Accounts** – Suppliers should review accounts to determine whether an account already exists for this Buyer or to identify whether they can use an existing account.

❖ **Use Existing Account** – As the System Administrator you have identified an existing account, using an existing account reduces the need for multiple log ins

❖ **Create New Account** - Creation of a new account to transact with the Buyer

Avante Labs GmbH

Connect with Avante Labs GmbH to collaborate on SAP Business Network!

To Ben Bootman at Tulip Lighting Equipment,

We would like to invite you to connect with us on SAP Business Network. As part of our digital transformation, we expect our suppliers to process orders and submit invoices via this network.

You can learn more about the why, what, and when of this transformation by watching our recent supplier summit recording accessible via the supplier information portal below.

You can login and connect with an existing Ariba Network account, create a new account on SAP Business Network and establish connection. We're looking forward to continuing doing business on SAP Business Network.

Click Get started to connect.

Get started **1**

Link expires: Sunday, Jul 04, 2021, 12:00AM PDT

Avante Labs GmbH

Connect with Avante Labs GmbH on Ariba Network to collaborate.

Invited by Avante Europe Group Procurement

We found existing accounts based on the information in the invite. Please review.

Review accounts

or

Use existing account ?

Create new account ?

Powered by **SAP**

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Accepting the Transacting Relationships Request (TRR) – Get Started



Review Account Information – Duplicate Account Process

Review Accounts allows suppliers to identify they already have an SAP Business Network account, using an existing account reduces the number of logins and accounts that need to be maintained.

With the invitation from you Buyer displayed:

1. Click on **Get Started**

2. Where the **Review account** button is activated, Click on Review accounts

❖ **Note:** If the Review accounts button is not activated it indicates there are no other accounts associated to the business email domain

❖ The Review matched accounts screen is displayed:

3. **Edit search criteria** is used for specific search criteria then click on Search

❖ Any Search results are displayed

4. If you identify an account you wish to use, Click on **Use this account**

5. If you are unsure about an account and want further clarification click on **Contact Administrator**

6. To **Create a new Account**, click on the back arrow to return to the Registration screen

Avante Labs GmbH

Connect with Avante Labs GmbH to collaborate on SAP Business Network!

To Ben Bootman at Tulip Lighting Equipment,
I would like to invite you to connect with us on SAP Business Network.

You can login and connect with an existing Ariba Network account or create a new account on SAP Business Network and establish the connection. We're looking forward to continuing doing business with you on SAP Business Network.

Click Get started to connect.

Get started 1

Avante Labs GmbH

Connect with Avante Labs GmbH on Ariba Network to collaborate.

Invited by Avante Europe Group Procurement

We found existing accounts based on the information in the invite. Please review.

Review accounts 2

Review matched accounts

Your company may already have an account. Please review the accounts in the table below.

Edit search criteria

Company name: Tulip Lighting Equipment

Corporate email / domain: [Empty]

Country: Australia [AUS]

Tax / VAT ID: Please select country first

DUNS Number: [Empty]

GLN: Enter Global Location Number

Search 3

Search results (20) | ★ Means you are a user of this account **Bold font:** Matched values

Company name	Email domain matched	Country	State	DUNS number	Action
★ Unicorn PTY LTD	Yes	Australia	Victoria		Use this account 4
SAP Australia Pty Ltd	Yes	Australia	New South Wales		Contact administrator 5



Use this Account - Using an Existing Account

Your Buyer has decided to transact with their suppliers using the SAP Business Network.

- ❖ This can be done using **either** from the **Invitation** or **Review accounts** screen

From the invitation screen

1. Click on **Use Existing Account**
2. Enter the **Username** and the **Password** for the account you wish to use
3. Click on **Connect**

- ❖ Complete the details on the screen

From the Review accounts screen

4. Click on **Use this account**
5. Enter the Username and Password for the account you have selected
6. Click on **Connect**

- ❖ Complete the details on the screen

Avante Labs GmbH

Connect with Avante Labs GmbH on Ariba Network to collaborate.

Invited by Avante Europe Group Procurement

We found existing accounts based on the information in the invite. Please review.

Review accounts

or

Use existing account 1

Create new account

Search results (20)

Company name	Action
★ Unicorn PTY LTD	Use this account 4
SAP Australia Pty Ltd	Contact administrator

Avante Labs GmbH

Sign in to connect with Avante Labs GmbH

Username 2

Forgot username?

Password

Forgot password?

Connect 3

Avante Labs GmbH

Sign in to connect with Avante Labs GmbH

Please login to the account: *Name of existing account* 5

Username

Forgot username?

Password

Forgot password?

Connect 6

Use Contact Administrator to investigate whether an account has already been created for this Buyer, this may be an account created by a Head Office in a different country, state or region to clarify whether you should be using the this specific account.

1. Click on **Contact Administrator**

- ❖ The Contact Administrator popup box appears
- ❖ Confirm the details that have been auto-populated are correct and if required provide further information, ensuring that all fields with an asterisk have been completed

2. Click on **I'm not a robot**

3. Click on **Send**

- ❖ An email will be sent to the Administrator

The screenshot shows a search results table with columns: Company name, Email domain matched, Country, State, DUNS number, and Action. A row for 'Unicorn PTY LTD' is highlighted. A blue '1' points to the 'Contact administrator' link in the Action column. A modal popup titled 'Contact administrator' is open, containing a form with fields for name, company name, email, phone number, and a message. A blue '2' points to the form fields. At the bottom of the form, there is an 'I'm not a robot' checkbox and a reCAPTCHA widget. A blue '3' points to the checkbox. At the bottom right of the form, there are 'Send' and 'Cancel' buttons. A blue '4' points to the 'Send' button.

A Supplier has determined that a new account is required, display the invitation to connect from your Buyer:

1. Click on **Create new account**
2. Confirm or update the **Company information**, information is prepopulated based on the information from the Buyer
 - ❖ Ensure that all fields with an asterisk have been completed
 - ❖ Scroll down to **Administrator account information**
 - ❖ **Note:** The fields will be auto-populated, however, if you are **not** the assigned System Administrator

1. Confirm or update the **Administrator account information**
2. Create a password, enter the **Password** and **Repeat password**
3. Open and review the **Terms of Use**, then click on I have read and agree with the Terms of Use
4. Click on **I'm not a robot**
5. Click on **Create Account**

The screenshot shows the account creation interface for Avante Labs GmbH. It is divided into several sections:

- Invitation Header:** Shows the company name 'Avante Labs GmbH' and the invitation from 'Avante Europe Group Procurement'.
- Review Accounts:** A button labeled 'Review accounts' is visible.
- Company Information (Step 2):** A red box highlights this section, containing fields for:
 - Company (legal) name * (Tulip Lighting Equipment)
 - Country/Region * (United States [USA])
 - Address line 1 * (4578 Grand Lake Avenue)
 - Address line 2
 - Address line 3
 - City * (Auburn)
 - State * (Alabama [US-AL])
 - Zip * (36801)
- Administrator Account Information (Step 3):** A red box highlights this section, containing:
 - First name * (Ben) and Last name * (Bootman)
 - Email * (ben.boothman@tupliighting.com)
 - Use my email as my username
 - Password * and Repeat password * fields with visibility toggles.
 - Business role * (Choose your primary business role)
- Terms of Use (Step 4):** A red box highlights the checkbox for 'I have read and agree with the Terms of Use'.
- reCAPTCHA (Step 5):** A red box highlights the 'I'm not a robot' checkbox.
- Create Account (Step 6):** A large blue button labeled 'Create account' is at the bottom.



After you click on Create Account, an email from the Ariba Commerce Cloud will be sent to the email entered during the registrations process, it will indicate that the User name above is the System Administrator

A Welcome to the Ariba Commerce Cloud email will confirm:

- ❖ Registration
- ❖ Ariba Network Identification Number (ANID)
- ❖ Your Username
- ❖ Good TO Know
- ❖ Next Steps
- ❖ As the System Administrator you have already created your username and password during the registration process, use these credentials to Sign in to the SAP Business Network

Welcome to the Ariba Commerce Cloud

Your registration process on the Ariba Commerce Cloud for : Pty Ltd is now complete.

Your organization's account ID: **Ariba Network Identification Number**

Your username: jane.doe@abccompany.com

As the account administrator for this account, make sure to keep your username and password in a secure place. Do not share this information.

If you registered after receiving an invitation from an Ariba On Demand Sourcing buyer, you can now access and participate in the buyer's sourcing events. The Seller Collaboration Console provides a centralized location for you to manage all your Ariba On Demand Sourcing events and buyer relationships.

Ariba On Demand Sourcing buyers might request that you complete additional profile information as part of their Supplier Profile Questionnaire. When you access customer requested fields for a specific buyer, you will see a pop-up page with that buyer's name; that page contains the buyer's customer requested fields.

You can immediately perform administrative and configuration tasks completing your company profile. If account administration is not par you can transfer the administrator role at any time to another person responsibilities are more in line with account administration.

Good to Know:

Your Ariba Commerce Cloud account provides a central access point capabilities of the following Ariba solutions:

- SAP Business Network Discovery™ (Leads)
- Ariba Sourcing™ (Proposals)
- Ariba Contract Management™ (Contracts)
- Ariba® Network (Orders & Invoices)

Email Confirmation of an SAP Business Network - Transacting Account

You can start using SAP Business Network Discovery immediately and begin receiving notifications when business opportunities matching your commodities are published.

Access to the Ariba Sourcing and Ariba Contract Management solutions requires an invitation from a buyer organization using one of these solutions.

Next Steps:

- Complete your company profile. Potential customers can search for and review seller profiles on the Ariba Commerce Cloud. The more detail you provide about your company, its capabilities, products, and services, the more effectively you can attract high-quality customers.
- Create user accounts for employees who require access to the Ariba Commerce Cloud capabilities.
- Update your user preferences and review your notification settings.
- Explore SAP Business Network Discovery to find and participate in business opportunities. Search for new business opportunities and respond to any that match your commodity classification and sales territories.
- Download the app for easy access to key documents on your mobile device.
- Explore the product documentation to find out more about user and administration tasks. To access the help resources, log into your account and click Help > Product Documentation on any page.

Thank you again for joining the Ariba business community through the Ariba Commerce Cloud.



Email Confirmation of an SAP Ariba – Proposals & Questionnaires – Sourcing Account

The SAP Business Network is primarily used as a Transacting Account, where Purchase Orders and proceeding documents are exchanged with your Buyer.

The SAP Ariba Proposals and Questionnaires (Ariba Sourcing) is for suppliers to provide information through a questionnaire (if required by the Buyer) or used to perform Events such as:

- ❖ Surveys
- ❖ Reverse Auctions
- ❖ RFI's – Request for Information
- ❖ RFPs – Request for Proposal
- ❖ RFQs – Request for Quote

Always use the “Click Here” when accessing the Invitation for the first time.

Only the person who receives the Invitation for Sourcing can access it. If it is sent to a user that is not longer with the business, contact the Buyer.

RFXs are usually created first, and ONLY when the Quote or information is completed a Purchase Order is completed

Examples only

Dear, Jane Doe

NAME OF BUYER has invited you to participate in the following event Doc2599:
Test RFX Team Access. The procurement event is set to begin on **Dates required by the Buyer**
and ends on **Dates required by the Buyer**

Please [Click Here](#) to log in or register on the Ariba Commerce Cloud to access this procurement event. You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can access this event.

NOTE: This link is only valid for 30 days.

If you have questions regarding access to this procurement event or how to participate, please email questions regarding the RFX content, please submit your query through the relevant Ariba event message board.

Yours sincerely,
NAME OF BUYER

e following event:
uary 29, 2024 at

TEST events:

When you click this link, log in with your username and password. You will then have the option to register your buyer-specific user ID with a new or existing Ariba Commerce Cloud account and participate in your event.

If you do not want to respond to this event, [Click Here](#). You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can indicate that you do not want to respond to this event.

If you have forgotten your username or password and are unable to log in, [Click Here](#).

Please save your responses every 15-20 mins. And please delete 'Cookies' & 'Temporary files' regularly (once a day) to ensure that your session doesn't expire frequently.

For any technical issues or any training on the tool, please submit a request with Ariba Helpdesk by following the below steps:



After clicking on the link from within the SAP Ariba Sourcing (Proposals and Questionnaires) Account, you need to determine whether you need to:

Register a New Account

Or

Log In to an existing account

Always access a new invitation from within the invitation type you have been sent

Welcome,

Have a question? [Click here to see a Quick Start guide.](#)

Sign up as a supplier with

Create an SAP Ariba supplier account and manage your response to procurement activities required by [Sign up](#)

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

About Ariba Network

The Ariba Network is your entryway to all your Ariba seller solutions. You now have a single location to manage all of your customer relationships and supplier activities regardless of which Ariba solution your customers are using. Once you have completed the registration, you will be able to:

- Respond more efficiently to your customer requests
- Work more quickly with your customers in all stages of workflow approval
- Strengthen your relationships with customers using an Ariba Network solution
- Review pending sourcing events for multiple buyers with one login
- Apply your Company Profile across Ariba Network, Ariba Discovery and Ariba Sourcing activities

Moving to the Ariba Network allows you to log into a single location to manage:

- All your Ariba customer relationships
- All your event actions, tasks and transactions
- Your profile information
- All your registration activities
- Your contact and user administrative tasks



Temporary Account Information

In some instances a Buyer may use a Quick Enablement Process. Click on the link from within the invitation.

The invitation or interactive document will provide a Temporary ID and Secure code for Supplier to enter to access and complete the task requested by the Buyer.

Suppliers can also elect to:

Create a New Account

OR

Use and Existing Account

The screenshot shows the 'New Account Registration' page for SAP Business Network Enterprise Account. The page includes a header with the SAP logo, 'Business Network', and 'Enterprise Account'. The main heading is 'New Account Registration'. Below this, there is a paragraph explaining the registration process: 'Register your company on SAP Business Network. Registering takes only a few minutes and enables SAP Business Network to continue to send you documents through Quick Enablement. In addition, you can take advantage of all the services that SAP Business Network has to offer.' There are two input fields: 'Temporary ID:' and 'Secure Code:'. Below these fields, there is a section titled 'Yes, I want to create a new account' with a blue button labeled 'Create New Account'. Underneath, there is a link 'I already have an account (with SAP Business Network)' and a button labeled 'Use Existing Account'. At the bottom, there is a link: 'Did you receive this invitation by mistake? Click here to be removed from the SAP Business Network.' On the right side of the page, there is a section titled 'Want to know more about the SAP Business Network?' which includes a video thumbnail and several links: 'View a short demo on SAP Business Network and how to register' (with a 'View Demo' button), 'View Instructional Demo', 'View demo about SAP Business Network', 'Who is Ariba?', 'Learn about Ariba, Inc.', 'Why did I get this Purchase Order?', 'Learn more about the SAP Business Network', 'Purchase Order', 'SAP Business Network FAQ?', 'Read FAQ about SAP Business Network', and 'What is SAP Business Network?' (with a 'Learn about SAP Business Network' link).



Sign in for the first time

After the account has been registered, irrespective of whether it is an SAP Business Network Transacting Account or an SAP Ariba Sourcing account, the first time you log in is the same.

Locate the 2 Emails in your Inbox from “Ariba Commerce Cloud”, one will contain your Login and the second will contain a temporary password.

When new Users are created they will also need to follow these steps:

1. Open the Username email and click on **Log In**

2. Enter the **Username** shown in the email,

3. Click on **Next**

4. Open the temporary password email and copy the **Temporary password**

5. Enter or paste the temporary password

6. Click on **Sign in**

The Reset your password screen is displayed

6. Re-Enter the Temporary Password

7. Create a New Password (refer to [Create a Password](#))

8. Re-enter the New Password

Click on the to view what is entered, the information in the box turns to when all criteria are met for a password

9. Click on **Submit**

10. Select the **Business Role**

11. Click on **Submit**

SAP Business Network

Important: your sub-user username
Dear Jane

You have been enabled to access your company's SAP Business Network account (ANID:AN1117730663) with the following username:

jane.doe@abc.com

Important note:

- Please keep your username confidential.
- Your temporary password has been sent via a separate email.

Please click on "Log in" to access your user account using your username and temporary password:

Log in 1

Sincerely,
SAP Business Network team

Supplier sign-in

Username 2

Next 3

[Forgot username](#)

SAP Business Network

Your temporary password
Dear Jen

This message contains important information about your new user account related to your company's SAP Business Network account(AN1117730663).

Your temporary password is: **Kh&z<34H** 4

For security reasons, your username has been sent in a separate email, which also includes instructions to log into your new SAP Business Network account.

If you have any questions, contact your Account Administrator:
name of administrator
email of administrator

Sincerely,
SAP Business Network team

Supplier sign-in

← jane.doe@abc.com

Password 5

Sign in 6

[Forgot password](#)

Reset your password

User ID
jane.doe@abc.com

Current password
Temporary Password 7

New password
Newly created password 8

Confirm password
Re-enter your new password 9

Submit 10

Please provide your business role

Please choose the business role which best describes the day-to-day tasks you perform for your company. Your experience is tailored to the business role you choose.

Business Role * :
Business Owner 11

Submit 12



Sign in to a Transacting Account – Forgot Username

After logging in, **SAP Business Network** will be displayed on the top left of the screen

1. Display the SAP Business Network log-in screen
2. Click on **Forgot username**
3. Enter your **Email Address**

Note: This may or may not be the username as those with many accounts may have different usernames BUT the email address linked to each will be your actual email

Click on Submit

Screen message – **We have sent an email**

4. Click on **Back to Sign In**
5. Locate the Ariba Commerce Cloud email – **Request for your Ariba Commerce Cloud username**
Open the email, Identify the required username

6. Enter the **Username** into the **Supplier Sign-in** screen
7. Click **Next**
8. Enter your **Password** (Click here if you have forgotten your password)
9. Click on **Sign in**

The image shows a sequence of screenshots illustrating the steps to recover a forgotten username for a SAP Business Network account:

- Supplier sign-in** screen: The **Forgot username** link is highlighted with a red box and a blue '1'.
- Recover your username** screen: The **Email address** input field is highlighted with a red box and a blue '2'.
- Recover your username** screen: The **Submit** button is highlighted with a red box and a blue '3'.
- We have sent an email to you!** confirmation message: The **Back to Sign In** link is highlighted with a red box and a blue '4'.
- Email inbox**: The email titled **Request for your Ariba Commerce Cloud username** is highlighted with a red box and a blue '5'.
- Supplier sign-in** screen: The **Username** input field is highlighted with a red box and a blue '6'.
- Supplier sign-in** screen: The **Next** button is highlighted with a red box and a blue '7'.
- Supplier sign-in** screen: The **Password** input field is highlighted with a red box and a blue '8'.
- Supplier sign-in** screen: The **Sign in** button is highlighted with a red box and a blue '9'.



After logging in, **SAP Business Network** will be displayed on the top left of the screen

Display the SAP Business Network log-in screen

1. Enter your **Username**
2. Click on **Next**
3. Click on **Forgot Password**
4. Enter your **email address**

Note: You will need to re-enter your **Username**, and click **Next** to return to the password entry Sign-in screen

5. Click on **Submit**

Screen Message – **We have sent you an email**

6. Click on **Back to Sign-in**
7. Locate the Ariba Commerce Cloud email – **Ariba Account Password Reset Information**,
8. Open the email, Identify the username that you have forgotten the password for, then click on **Click Here** next to the username

Note: Where you have more than one account, click on the Click Here next to the required username to update the password on

9. Enter your **New Password** (Refer to [Creating a Password](#) for more information)

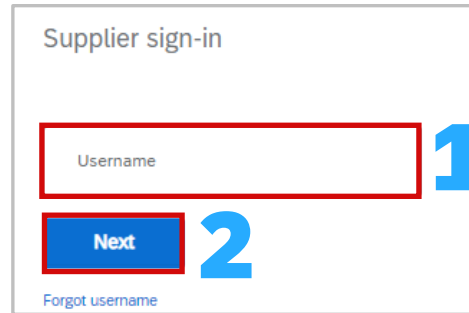
10. Re-enter the **New Password**

Note: Clicking on  displays what has been entered

11. Click on **Submit**
12. Click on **Back to Sign in**

13. The **Supplier Sign-in** screen is displayed, enter the Username and the newly created password

Sign in to Transacting Account – Forgot Password

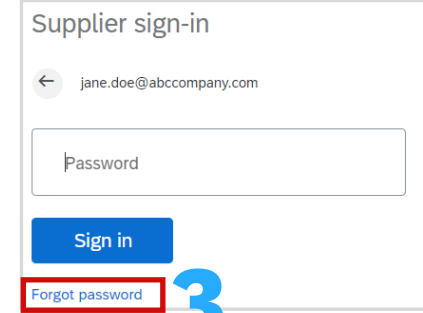


Supplier sign-in

Username **1**

Next **2**

[Forgot username](#)



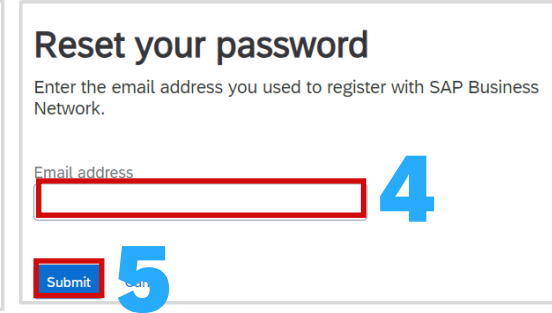
Supplier sign-in

jane.doe@abccompany.com

Password

Sign in **3**

[Forgot password](#)

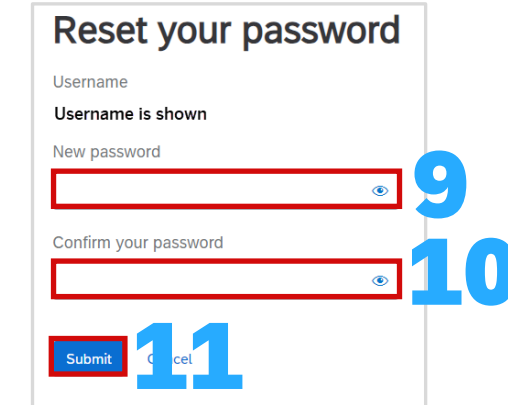
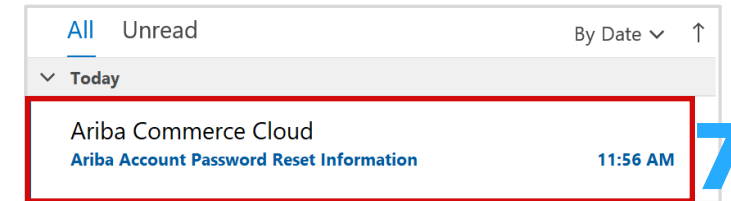
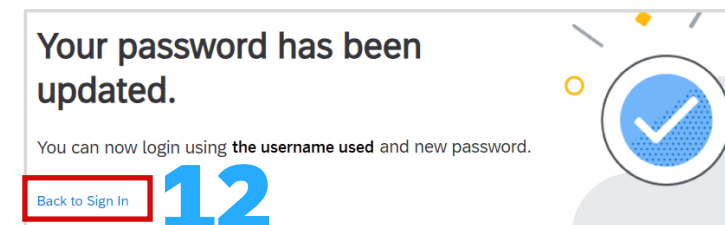
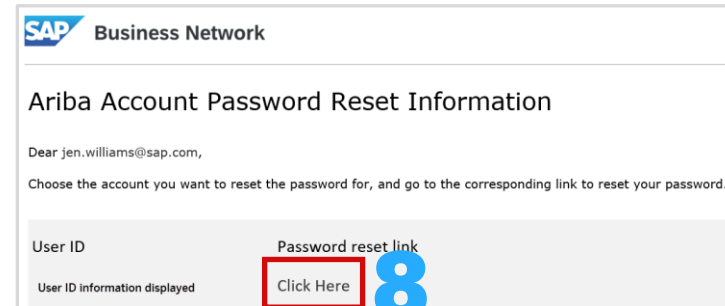
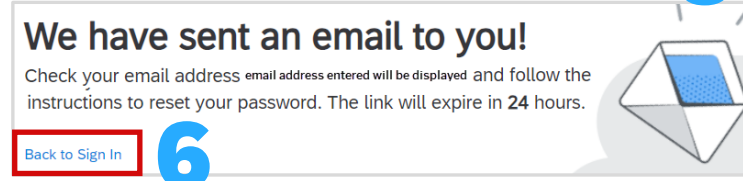


Reset your password

Enter the email address you used to register with SAP Business Network.

Email address **4**

Submit **5**



Reset your password

Username

Username is shown

New password **9**

Confirm your password **10**

Submit **11**



Supplier sign-in **13**

Username

Next



Log In to SAP Ariba Proposals & Questionnaires - Sourcing Account

The SAP Business Network uses a two-screen Sign in process but the SAP Proposals & Questionnaires (Sourcing) requires users to enter the Username and Password onto the same screen.

Proposals and Questionnaires provide Suppliers with access to RFXs, surveys and questionnaires. Sign in to the SAP Business Network for Purchase Orders and associated processes.

[Click here for the SAP Ariba Supplier Login Screen](#)

1. Ensure you have the **SAP Ariba Proposals and Questionnaires** screen displayed
2. Enter your **Username**
3. Enter your **Password**
4. Click on **Login**

SAP Ariba Proposals and Questionnaires

SAP Ariba

Supplier Login

User Name

Password

Login

[Forgot Username or Password](#)

Do you want to be seen by businesses around the world?

We will broadcast your story on SAP Business Network website and social media platforms, reaching out to new customers who can benefit from your experience.

[Learn More](#)



Log in to SAP Ariba Proposals & Questionnaires (Sourcing) Account – Forgot Username

After logging in, **SAP Ariba Proposals and Questionnaires** will be displayed on the top left of the screen

Display the Ariba Proposals and Questionnaires Supplier Login page (refer to [Which Account am I using](#))

1. Display the SAP Ariba log-in screen
2. Click on **Forgot username**
3. Enter your **Email Address**

Note: This may or may not be the username as those with many accounts may have different usernames BUT the email address linked to each will be your actual email

4. Click on **Submit**

Screen message – **We have sent an email**

5. Click on **Back to Sign In**

6. Locate the Ariba Commerce Cloud email – **Request for your Ariba Commerce Cloud username**

Open the email, Identify the required username

7. Enter the **Username** into the **Supplier Login** screen

8. Enter your **Password** (Click here if you have forgotten your proposals and Questionnaires password)

9. Click on **Login**

SAP Ariba Proposals and Questionnaires

SAP Ariba

Supplier Login

User Name

Password

Login

Forgot Username or Password

Recover your username

Enter the email address you used to register with SAP Business Network.

Email address

Submit

We have sent an email to you!

Check your email address email address entered will be displayed and follow the instructions to recover your username.

Back to Sign In

All Unread By Date

Today

Ariba Commerce Cloud
Request for your Ariba Commerce Cloud... 11:29 AM

Request for your Ariba Commerce Cloud username

Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com> To

If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Request for your Ariba Commerce Cloud username

Dear SAP Business Network User,

This email message has been sent in response to your request to retrieve your Ariba Commerce Cloud username. Your email address is associated with multiple Ariba Commerce Cloud usernames.

Note: Ariba Commerce Cloud usernames are in email format. The following Ariba Commerce Cloud usernames are associated with your email address:

jenjane.doe@sap.com
Jane23@acbcompany.com

Supplier Login

User Name

Password

Login



After logging in, **SAP Ariba Proposals and Questionnaires** will be displayed on the top left of the screen

Display the Ariba Proposals and Questionnaires Supplier Login page (refer to [Which Account am I using](#))

1. Display the SAP Ariba login screen
2. Click on Forgot **Password**
3. Enter your **Email Address**

Note: You will need to re-enter your **Username**, and click **Next** to return to the password entry Sign-in screen

4. Click on **Submit**

Screen Message – **We have sent you an email**

6. Click on **Back to Sign in**

7. Locate the Ariba Commerce Cloud email – **Ariba Account Password Reset Information**,

8. Open the email, Identify the username that you have forgotten the password for, then click on **Click Here** next to the username

Note: Where you have more than one account, click on the **Click Here** next to the required username to update the password on

9. Enter your New Password (Refer to [Creating a Password](#) for more information)

10. Re-enter the **New Password**

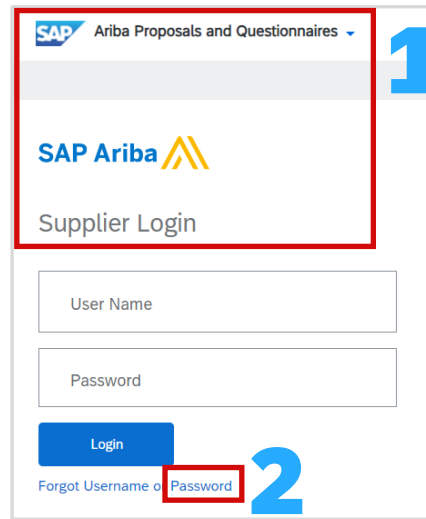
Note: Clicking on  displays what has been entered

11. Click on **Submit**

12. Click on **Back to Sign in**

13. The **Supplier Login** screen is displayed, enter the Username and the newly created password

Log in to Ariba Proposals & Questionnaires (Sourcing) Account – Forgot Password



1

SAP Ariba Proposals and Questionnaires

SAP Ariba

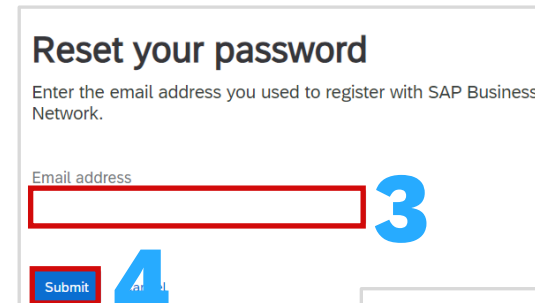
Supplier Login

User Name

Password

Login

Forgot Username **Forgot Password** 2



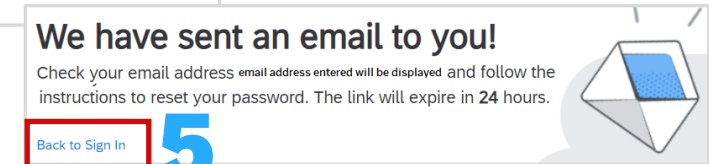
Reset your password

Enter the email address you used to register with SAP Business Network.

Email address

3

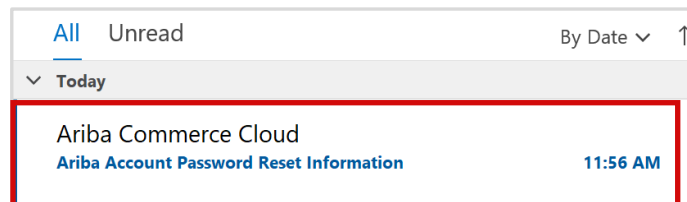
Submit 4



We have sent an email to you!

Check your email address email address entered will be displayed and follow the instructions to reset your password. The link will expire in 24 hours.

Back to Sign In 5

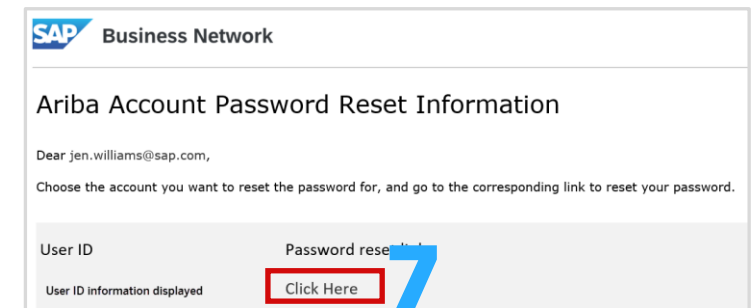


All Unread By Date

Today

Ariba Commerce Cloud

Ariba Account Password Reset Information 11:56 AM 6



SAP Business Network

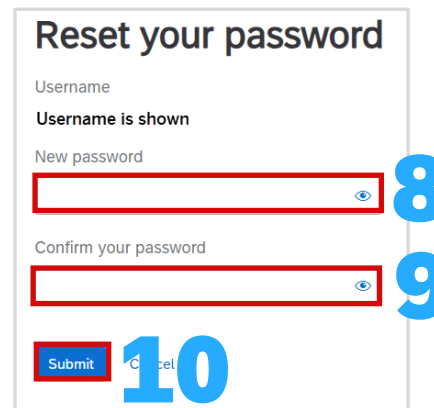
Ariba Account Password Reset Information

Dear jen.williams@sap.com,

Choose the account you want to reset the password for, and go to the corresponding link to reset your password.

User ID Password reset

User ID information displayed **Click Here** 7



Reset your password

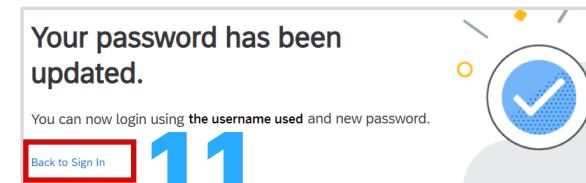
Username

Username is shown

New password 8

Confirm your password 9

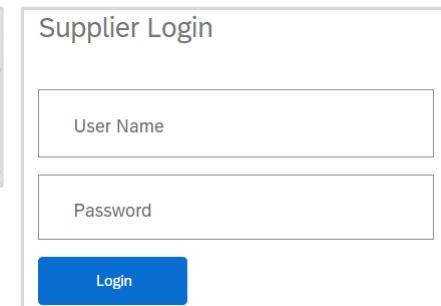
Submit Cancel 10



Your password has been updated.

You can now login using the username used and new password.

Back to Sign In 11



Supplier Login

User Name

Password

Login 13

12




13


There are specific parameters that must be met when creating a Password.

The initial screen will display all information in black text

As you create a password:

Green indicates that you have met the criteria

Red indicates that you have not yet met the requirements of the password

Clicking on the  at the end of the field will display what has been entered


When using credentials (Username) that is generic be sure to advise all those using the same credentials of the updated password, otherwise the account may be locked and a new password created

- Must be between 8 and 32 characters.
- Must contain at least 1 lowercase letter(s), 1 uppercase letter(s), 1 numeric character(s), and 1 special character(s). The special characters permitted are !#\$%&'()*+,-./:;<=>?@^_`{|}~\''["
- Cannot contain the username
- Repetitive characters and numbers in sequence are discouraged
- Only ASCII characters are allowed (numbers 0-9, lower and upper case characters a-z, and some special characters)

- ✗ Must be between 8 and 32 characters.
- ✗ Must contain at least 1 lowercase letter(s), 1 uppercase letter(s), 1 numeric character(s), and 1 special character(s). The special characters permitted are !#\$%&'()*+,-./:;<=>?@^_`{|}~\''["
- ✓ Cannot contain the username
- ✗ Repetitive characters and numbers in sequence are discouraged
- ✓ Only ASCII characters are allowed (numbers 0-9, lower and upper case characters a-z, and some special characters)

Reset your password

Username
williams@sap.com

New password
 

Confirm your password

- ✓ Must be between 8 and 32 characters.
- ✓ Must contain at least 1 lowercase letter(s), 1 uppercase letter(s), 1 numeric character(s), and 1 special character(s). The special characters permitted are !#\$%&'()*+,-./:;<=>?@^_`{|}~\''["
- ✓ Cannot contain the username
- ✓ Repetitive characters and numbers in sequence are discouraged
- ✓ Only ASCII characters are allowed (numbers 0-9, lower and upper case characters a-z, and some special characters)



Which Account are you using?

Identify which account you are in by noting the name that appears on the top left of the screen.

Each account allows a user to access it via the drop down on each different account type.

The account types available are:

- ❖ SAP Ariba Discovery
- ❖ SAP Proposals And Questionnaires
- ❖ Ariba Contracts
- ❖ SAP Business Network

Use the drop-down arrow to change to a different account drop-down

There are two types of Accounts:

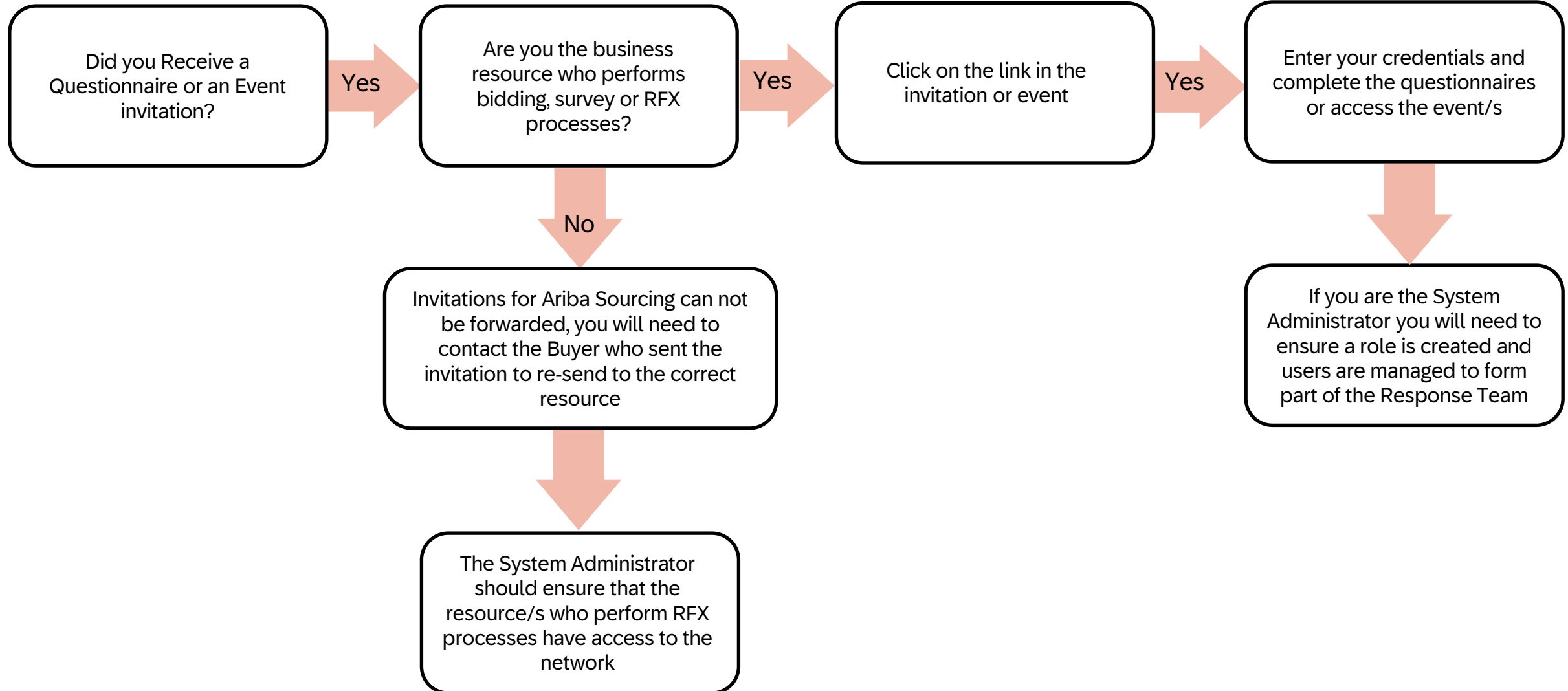
- ❖ Enterprise Accounts – Attracts Subscription and Transaction Fees but delivers a higher degree of options
- ❖ Proposals and Questionnaires – Both Enterprise and Standard accounts do not attract any fees as this is used for responding to surveys, questionnaires or events (RFXs)

Test Accounts are identified by the inclusion of a TEST MODE heading

Be aware that if a Buyer is using a Supplier Fee Exempt or Buyer Funded Model it means that ONLY that Buyer does not attract fees.

The image displays several screenshots of SAP account interfaces. The top left shows a 'Business Network' dropdown menu. Below it is a 'Supplier sign-in' form with a 'Username' field, a 'Next' button, and a 'Forgot username' link. To the right is a 'Supplier Login' form with 'User Name' and 'Password' fields, a 'Login' button, and a 'Forgot Username or Password' link. A 'Unlock additional benefits' banner is also visible. Below these are three examples of account type indicators: 'Business Network' with a dropdown arrow, 'Business Network' with a dropdown arrow and 'Enterprise Account', and 'Business Network' with a dropdown arrow, 'Enterprise Account', and a red 'TEST MODE' button. At the bottom is a 'Standard Account' indicator with a 'Get enterprise account' button.

SAP Ariba Sourcing – Proposals & Questionnaires



- ❖ SAP Ariba Proposals and Questionnaires is where Suppliers access Events (RFXs, Surveys or Questionnaires)
- ❖ Only the resource within your business who receives the invitation email can access the information, these emails cannot be forwarded to a different person as they will not be able to access the link
- ❖ SAP Ariba Sourcing is the Supplier Lifecycle and Performance (SLP) allows Buyers to get a 360-degree snapshot of their suppliers
- ❖ Suppliers should use an existing SAP Business Network Account where possible and access using existing credentials
- ❖ An invitation with a link to events or questionnaire/s will be sent from your Buyer
- ❖ An Event includes, a Survey, a Request for Information (RFI), a Request for Proposal (RFP) a Request for Quote (RFQ) or a questionnaire (in some cases two questionnaires may be required by a Buyer)
- ❖ Buyers determine whether they will use a Supplier Registrations questionnaire and/or a Supplier Purchasing Questionnaire
- ❖ Suppliers need to complete the questionnaire they have been sent by their Buyer and once completed the Buyer will review and once Approved creates a relationship between the Buyer and the Supplier
- ❖ To access Proposals & Questionnaires from the menu rather than the email sent from your Buyer, click on SAP Business Network and select Ariba Proposals & Questionnaires

- ❖ When completing a questionnaire, complete ALL sections with asterisks
- ❖ Only the Administrator of the Account can add additional Users, however, be aware that in some instances once users have been added the Buyer will still need to provide approval
- ❖ Some Buyers will create an account in their Network, this does not mean it exists on the Supplier side
- ❖ Suppliers must decide whether to use existing credentials or create a new account,
- ❖ Refer to [Which Account am I in](#) information
- ❖ Only Register a new account if you perform and respond to Sourcing events
- ❖ Use an existing Username and Password if you are already on the SAP Business Network
- ❖ Supplier SAP Ariba Proposal and Questionnaires System Administrators can add users and assign permissions, however please note that some Buyers need to approve users to provide quotes on behalf of your business
- ❖ Confirm that there is not an existing Sourcing account prior to creating a new account
- ❖ There is no charge associated with an SAP Ariba Proposals and Questionnaires account



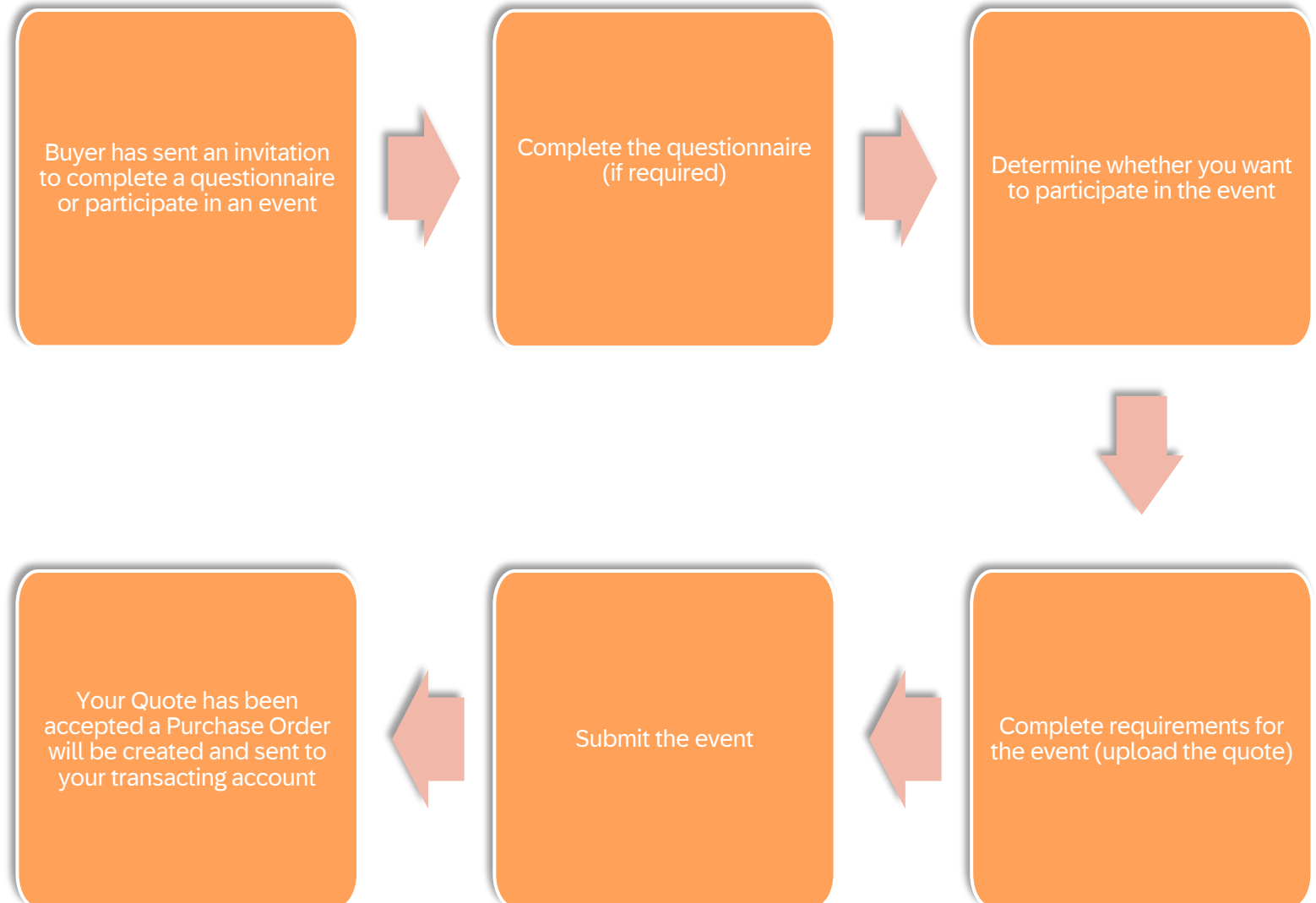
SAP Ariba Proposals & Questionnaires (Sourcing) Invitation Information and Flow

The invitation can **only** be opened by the person it was sent to.

The Buyer determines whether or not a supplier is required to complete questionnaires or just participate in events.

The Process:

- ❖ Suppliers receive an invitation
- ❖ Upon opening the invitation they should either use existing credentials or create a new account
- ❖ Buyers **prefer** that an existing Transacting account ANID be used for sourcing processes
- ❖ There is no cost associated with Sourcing accounts
- ❖ Supplier needs to add users to become part of the Response team
- ❖ In some cases the Buyer will manually approve the users added
- ❖ Some Buyers may have an automatic approval process
- ❖ If users are created after questionnaires and events have been added they will only see information from the approved date
- ❖ Ensure that if further information is required it is provided and submitted
- ❖ Once you have completed an event and are selected you will receive a Purchase Order in your transacting account





SAP Ariba Proposals and Questionnaires - Main Screen

Ensure that when you are in Proposals and Questionnaires to :

- ❖ Respond to a Questionnaire/s
- ❖ Respond to an Event
- ❖ Provide a Buyer with information or certification/s

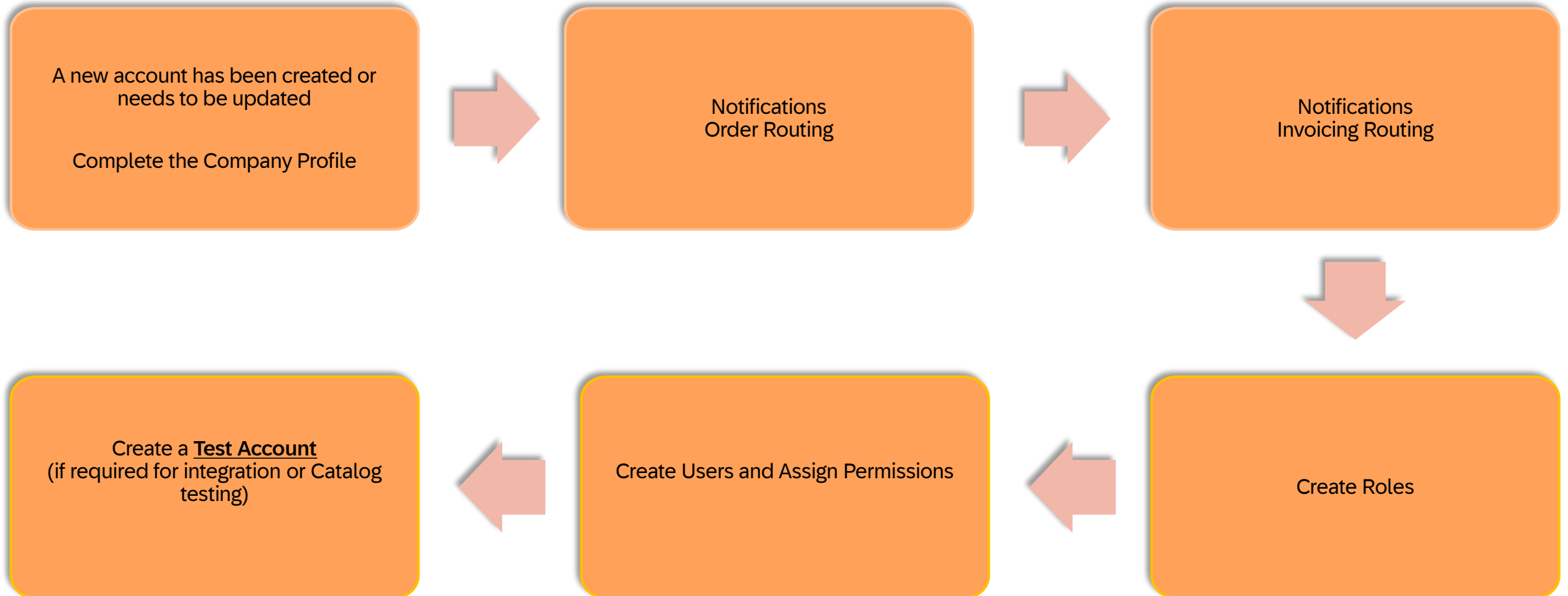
1. SAP Ariba Proposals and Questionnaires screen
2. The name of each buyer on the account is listed along the top in blue
3. Events can be:
 - ❖ Surveys
 - ❖ Auctions
 - ❖ RFIs
 - ❖ RFPs
 - ❖ RFQs
4. Risk Assessments
5. Questionnaires
 - ❖ Registration Questionnaires
 - ❖ Qualification Questionnaires
 - ❖ Questionnaires
4. Certificates
5. Tasks

The screenshot shows the SAP Ariba Proposals and Questionnaires main screen. The interface is divided into several sections, each highlighted with a red box and a blue number:

- 1**: The top navigation bar with the SAP logo and the text "Ariba Proposals and Questionnaires".
- 2**: The "RELEASE READINESS" button.
- 3**: The "Events" section, which includes a table with columns: Title, ID, End Time, Event Type, and Participated. The table shows two rows: "Test Event - Merck Session Spanish" and "Test 3".
- 4**: The "Risk Assessments" section, which includes a table with columns: Title, ID, End Time, and Event Type. The table shows "No items".
- 5**: The "Registration Questionnaires" section, which includes a table with columns: Title, ID, End Time, and Status. The table shows one row: "Registration questionnaire (Full)".
- 6**: The "Certificates" section, which includes a table with columns: Certificate Info, Effective, Expiration, Attachment, Questionnaire, and Status. The table shows "No items".
- 7**: The "Tasks" section, which includes a table with columns: Name, Status, Due Date, Completion Date, and Alert. The table shows "No items".

Account Configuration - Company Profile

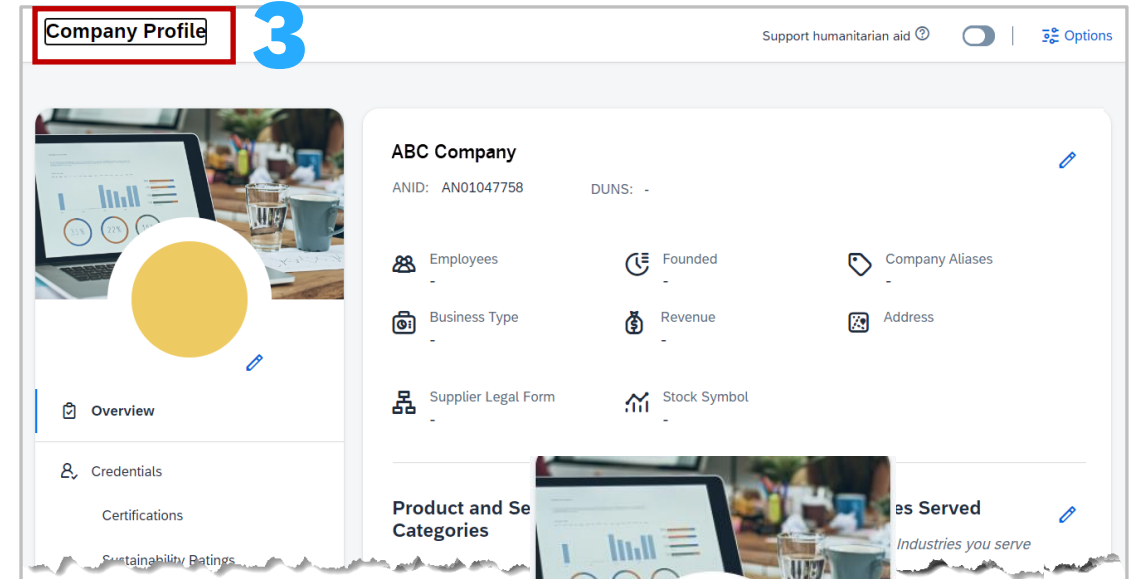
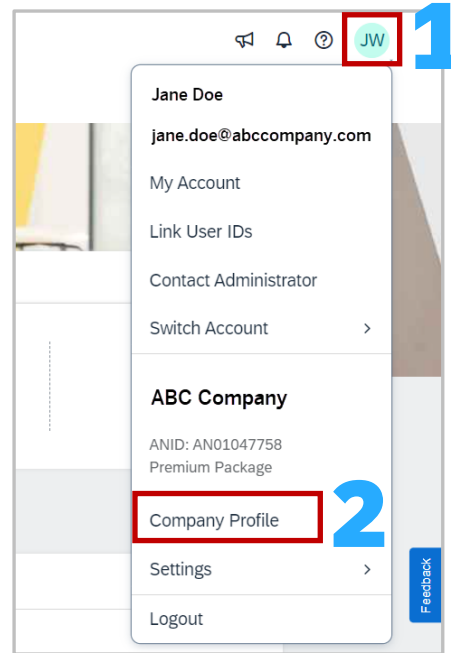
- ❖ Once you have received your Welcome email and have credentials, the System Administrator will need to ensure that the business Transacting Account is set up for success. This includes ensuring that the company profile access by potential buyers is accurate and correct, that notifications are for specific account information are sent to the correct user/s.



- ❖ The Company Profile is used by Suppliers to add information
- ❖ Information with an asterisk in Mandatory
- ❖ Adding information that is not mandatory provides more details about your business
- ❖ Account Configuration allows the System Administrator to set up the SAP Business Network for users, ensuring that the information is specific to the supplier and consistent across all users
- ❖ The Company Profile can be accessed via either the SAP Business Network Account or the SAP Ariba Proposals and Questionnaires account, they are one in the same, and all changes made via either account are the same
- ❖ Only one Company profile can be added to an ANID, this means that the Company Profile in your transacting account is reflected in the SAP Ariba Proposals and Questionnaires account

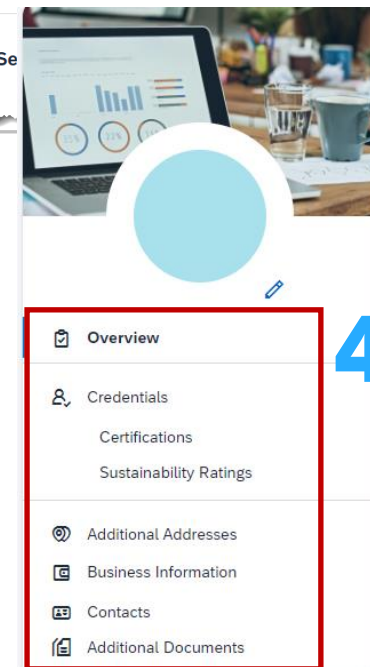
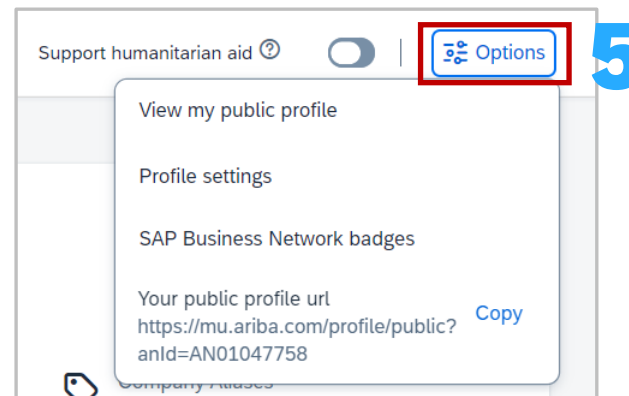
The Company profile provides basic information about your business and provides information to Buyers performing a search in the Buyer SAP Business Network

1. Click on your **initials** at the top of the page
2. Select **Company Profile**
3. The **Company Profile** is displayed
4. There are a number of sections in the company profile:
 - ❖ Overview
 - ❖ Certifications
 - ❖ Sustainability Ratings
 - ❖ Additional Addresses
 - ❖ Business Information
 - ❖ Contact
 - ❖ Additional Documents



As the System Administrator, the level of information completed is based on the needs of your business

5. Options – Allows Suppliers to view their Public Profile
 - ❖ Identify the Profile Settings
 - ❖ Identify if they have achieved any SAP Business Network Badges
 - ❖ Copy their SAP Business Network Public Profile



With the Company Profile Page Displayed:

1. Click on **Options** at the top of the page

The available options are shown in the drop-down list

2. Select **View my public profile**

The screen displays the Company Profile that can be accessed by potential customers on the SAP Business Network

3. Select **Profile settings**

Profile Settings allow some screens to be hidden or shown only to my trading partners, on the bottom of the Screen are Search Results Visibility options

4. Select **SAP Business Network badges**

This option will require a Plug-In and requires acceptance of the content and information

5. **Your Public Profile url**, click on copy to share

The ability to company the Public URL is available, the link provides direct access to the profile for your trading partners useful when there are a number of accounts

1 Options

2 View my public profile

3 Profile Settings

4 SAP Business Network Badges

5 Your public profile url

Support humanitarian aid | Options

View my public profile

Profile settings

SAP Business Network badges

Your public profile url
<https://mu.ariba.com/profile/public?anId=AN01047758> Copy

Company Aliases

Overview

Credentials

Certifications

Sustainability Ratings

ANID: AN01047758 DUNS: -

Employees -

Business Type -

Supplier Legal Form -

Founded -

Revenue -

Stock Symbol -

Company Aliases -

Address -

Product and Service Categories

Ship-to or Service Location

Industries Served
No Industries to show.

Save Cancel

Please be aware that by default your profile information is available to other users on SAP Business Network. Manage your profile visibility settings to choose which information you want to share and who can search for and contact you.

SAP Business Network Badges

Add a badge to showcase your profile

Choose a badge then copy and paste the code into your website or email signature.

Black - small

White - large

Profile Visibility

Basic Info Show

Product and Service Categories Show

Ship-to or Service Locations Show

Industries Show

Credentials Show

Assessments Show

Marketing Collateral Show

Activity Data Show

References Show

Social Media Show

Keywords Hide



Profile Settings - Search Results Visibility

Search Results Visibility allows suppliers to identify what level of information their Trading Partners can see when they perform a search

Please be aware that by default your profile information is available to other users on the SAP Business Network. Manage your profile visibility settings to choose which information you want to share and who can search for and contact you.

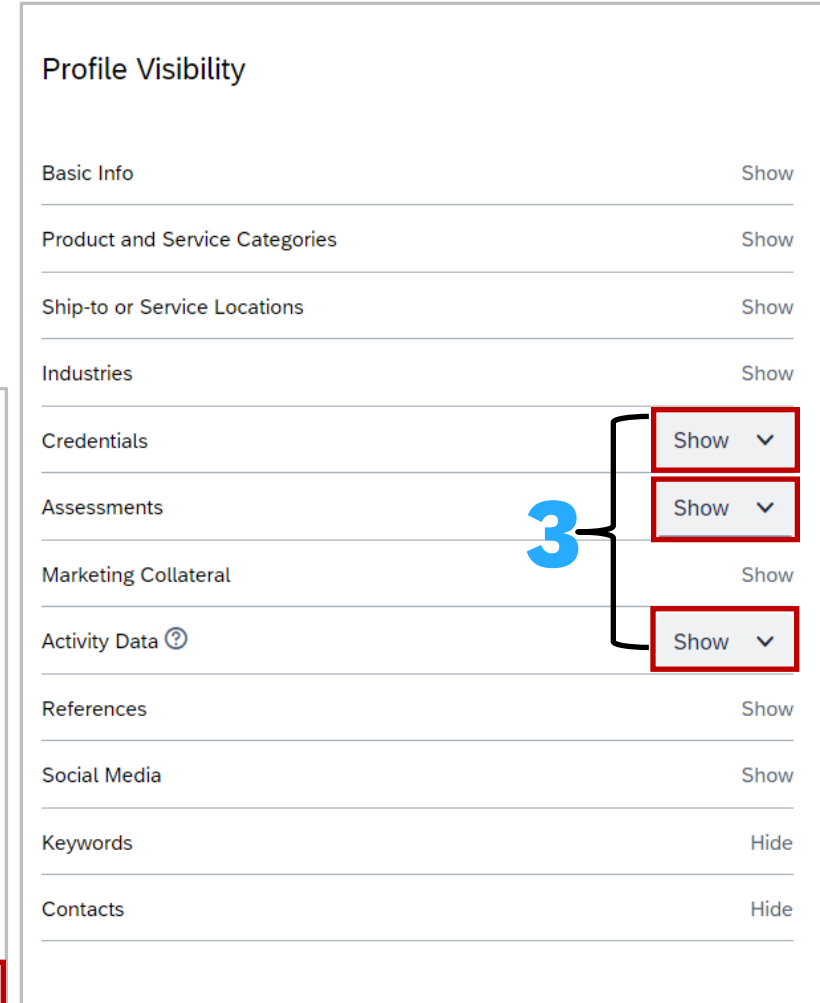
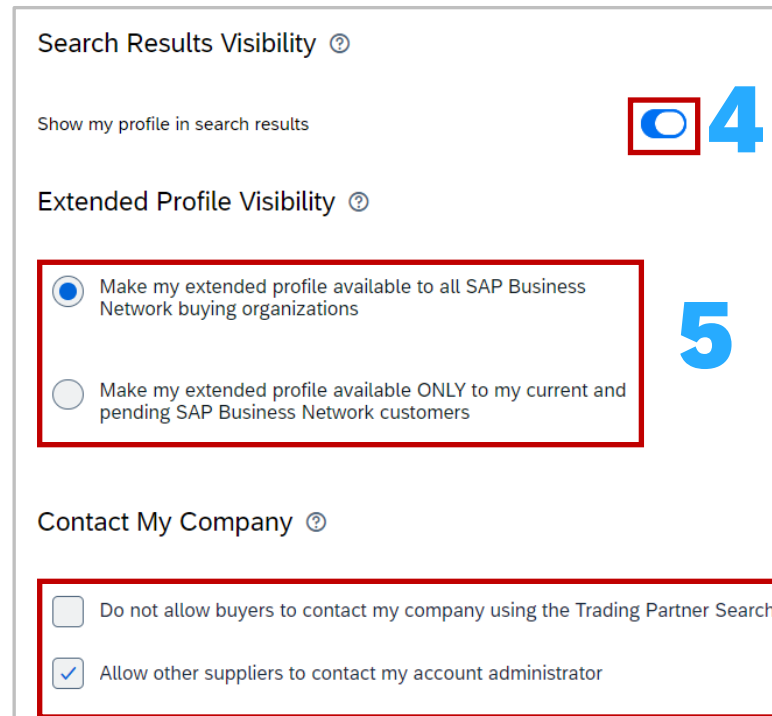
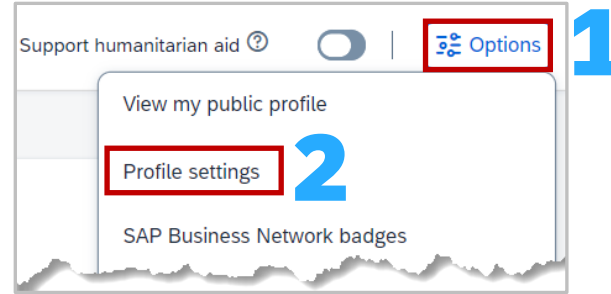
1. Click on **Options** at the top of the page
2. Select **Profile Settings**

Note: Greyed-out options cannot be changed as they are part of the default settings

3. Update the options with a drop-down list

The drop-down will either display Show/Hide or Show/Show to my trading partners only

4. Scroll down to display the Search Results Visibility section, to stop your profile from appearing in search results slide the slider across
5. Determine whether you want your extended profile available select the required option
6. Determine the level of contact your business requires, select the required option



With the Company Profile Page Displayed:

1. Click on the 

The Upload company logo pop-up box is displayed

1. Click on **See example**

Examples of how the logo should be positioned for maximum effect

2. Click on **Browse**

Your file system will open, locate and select the logo you wish to use, select it and click on Open

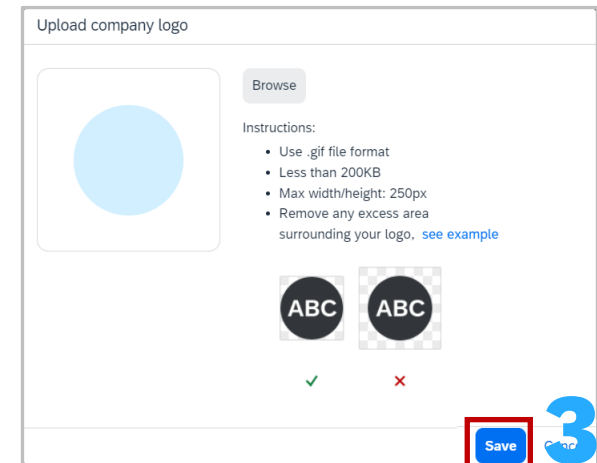
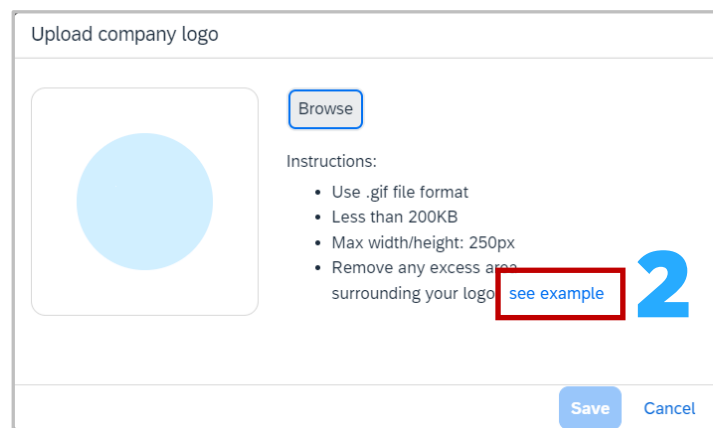
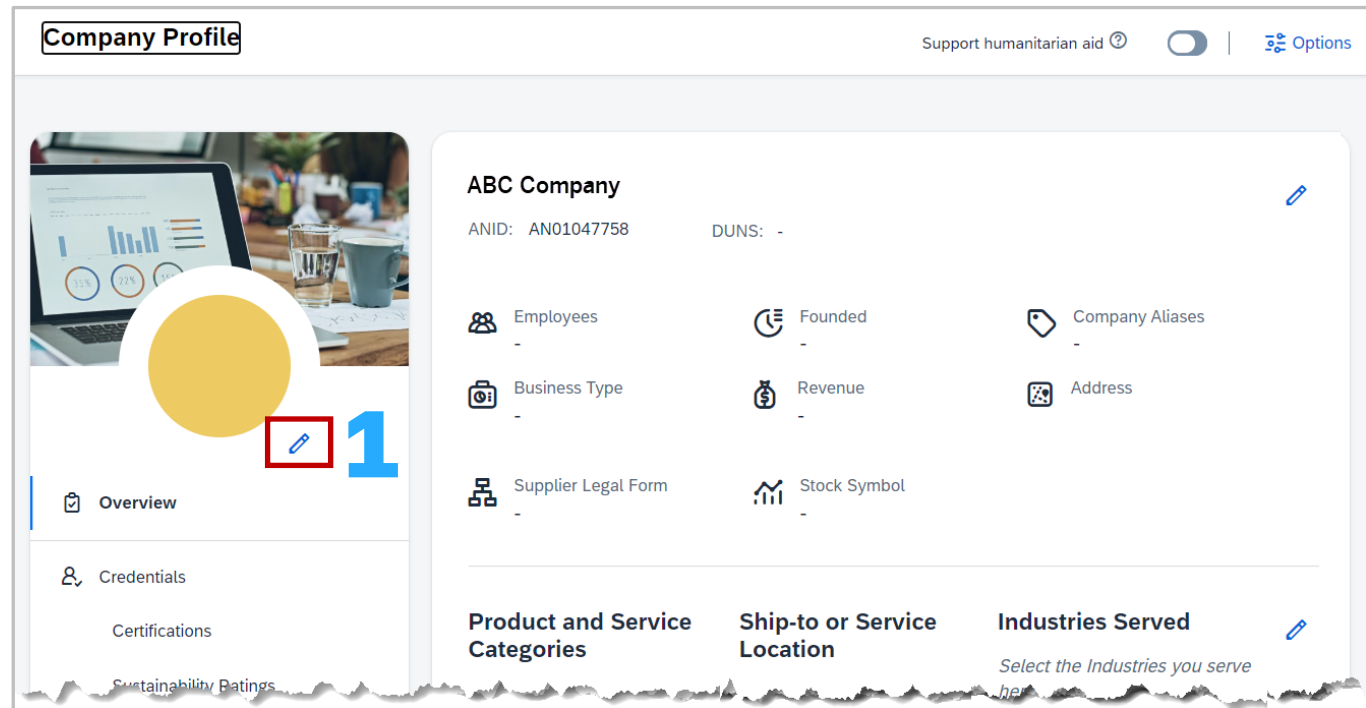
Logos must be less than 200KB

3. Click on **Save**

The Screen Returns to Company Profile, and the logo will be displayed


REMEMBER:

- ❖ 250 maximum pixels (so use resize)
- ❖ Less than 200KB size
- ❖ Must be a GIF file extension





To Add or Edit your Company Information, open the Company Profile:

1. Click on the  next to the name of the company

The **Edit Company Information** Screen is displayed with the Basic Info Tab automatically selected

There are 3 tabs:

- ❖ Basic Info
- ❖ Address
- ❖ Business Type

2. Ensure you are on the **Basic Info Tab**
3. Update, add or edit open fields, greyed fields cannot be edited
4. Click on **Save**
5. Select the **Address tab**
6. Update, add or edit open fields
7. Click on **Save**
8. Select the **Business Type Tab**
9. Select all of the options applicable to the business
10. Click on **Save**

The information has been updated and displayed in the Company Profile


Update/Edit Company Information

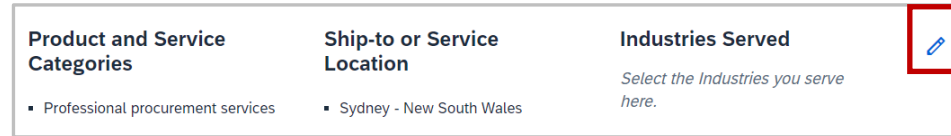
The screenshot shows the 'Edit Company Information' screen in SAP. It is divided into three tabs: 'Basic Info', 'Address', and 'Business Type'. The 'Basic Info' tab is selected and highlighted with a red box and a blue '2'. A red box and blue '1' highlight the pencil icon next to the company name 'ABC COMPANY' in the top header. A red box and blue '3' highlight the main form area. A red box and blue '4' highlight the 'Save' button in the top right of the form. A red box and blue '5' highlight the 'Address' tab. A red box and blue '6' highlight the 'Country' field, which is set to 'Australia [AUS]'. A red box and blue '7' highlight the 'Postal Code' field, which is set to '5013'. A red box and blue '8' highlight the 'Business Type' tab. A red box and blue '9' highlight the list of business types, including 'Broker', 'Contractor/Consultant', 'Distributor/Wholesaler', 'Government/Public Agency', 'Manufacturer', 'Producer', and 'Retailer'. A red box and blue '10' highlight the 'Save' button at the bottom right of the 'Business Type' tab. The main form area contains fields for 'Company Name', 'Website URL', 'DUNS Number', 'Short Description', 'Company Description', 'Number of Employees', 'Year Founded', 'Company Alias - 1', 'Company Alias - 2', 'Revenue', 'Supplier Legal Form', and 'Stock Symbol'.



Add, Edit or Update Product and Service Information - Category

To Add or Edit your Company Information, open the Company Profile:

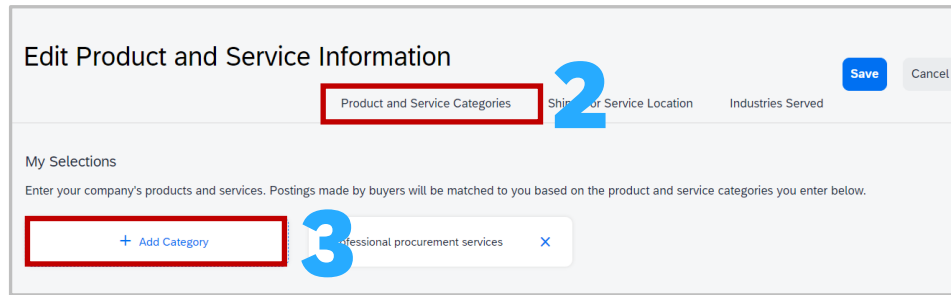
1. Click on the  at the end of the Product, Ship-to and Industries Served



The **Edit Product and Service Information** Screen is displayed with the Product and Service Categories Tab automatically selected

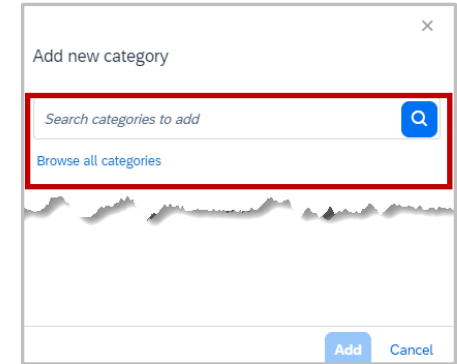
There are 3 tabs:

- ❖ Product and Service Categories
- ❖ Ship-to or Service Location
- ❖ Industries Served




2. Ensure you are on the **Product and Service Categories** tab
3. To add a product or service category, click on **+ Add Category**

The Add New Category pane is shown



4. Either **Start typing** in the Search Categories to add and a drop-down list will appear, if your category is a list scroll down and click on the option/s and it will add

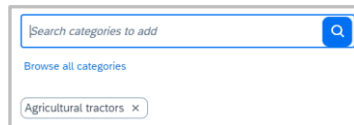
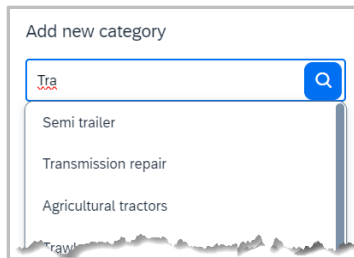
Or

Enter the name of the category and click on the , a list is displayed, place a tick in the box next to the option/s

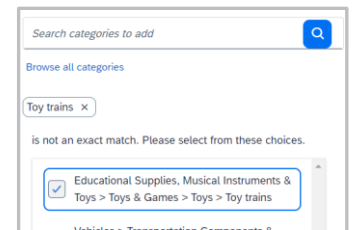
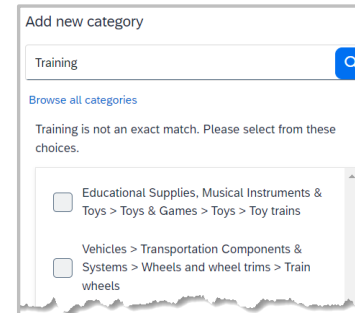
Or

Click on Browse all categories, the Browse pane opens, select the category by click in the >, continue to select the categories until the + is shown next to the options. This indicates that there are no further sub-categories to drill down, to add click on the + at the end of the option/s required

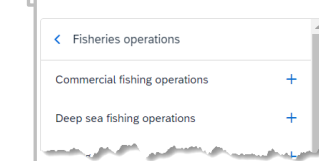
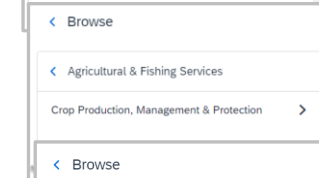
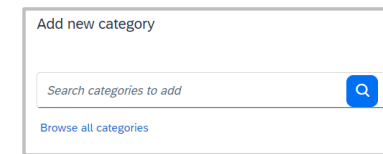
Start Typing



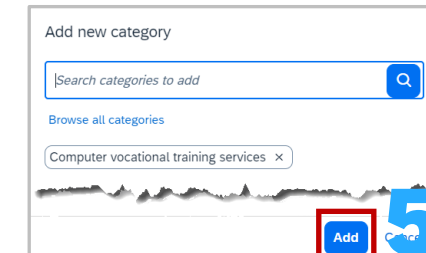
Enter the name



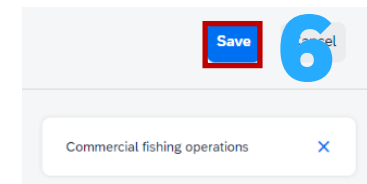
Click on Browse



5. Once all categories have been added, click on **Add**, the screen returns to My Selections and all categories/subcategories added will be displayed



6. Click on **Save** to return to the Company Profile screen





Add, Edit or Update Product and Service Information - Location

To Add or Edit your Company Information, open the Company Profile:

1. Click on the Product, Ship-to and Industries Served

2. Ensure you are on the **Product and Service Categories** tab

3. Click on **Add New Location**

The **Add New Locations** pane is shown

4. If you provide goods or services globally, slide the **Serve Globally** button across, if not chose one of the following options

5. Either **Start typing** in the **Search locations to add** and a drop-down list will appear, if your location/s is a list scroll down and click on the locations and it will added

Or

Enter the name of the **location** and select it from the drop-down list

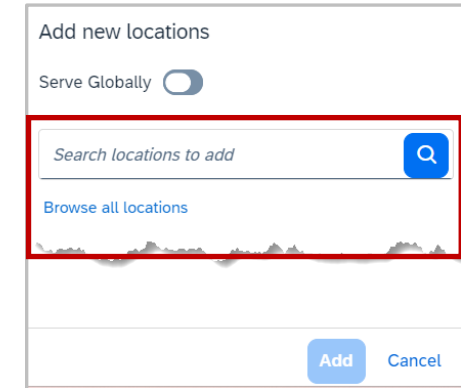
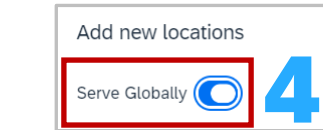
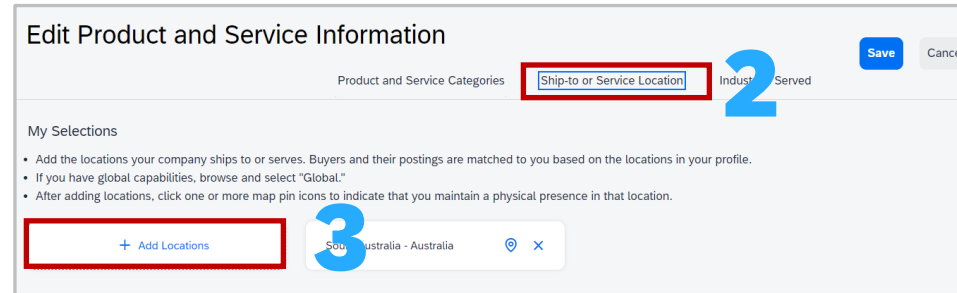
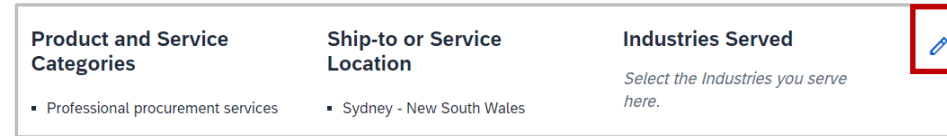
Or

Click on **Browse all locations**, and the browse pane opens, select the location by clicking in the >, and continue to select the locations until the + is shown next to the options. This indicates that there are no further sub-categories to drill down, click on the + at the end of the locations required

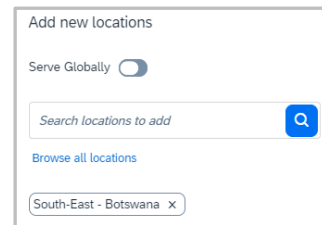
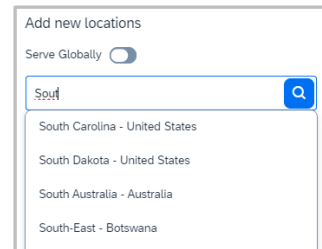
6. Once all locations that you provide goods or services to have been added, click on **Add**, the screen returns to My Selections and all locations selected will added will be displayed

Note: The allow suppliers to add physical locations of sites

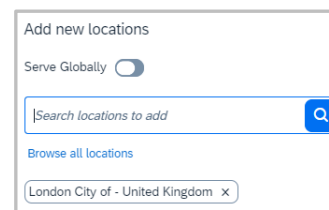
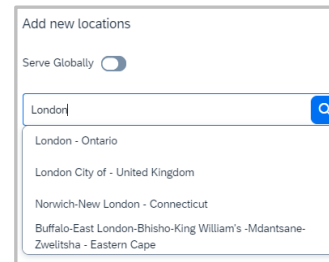
7. Click on **Save** to return to the Company Profile screen



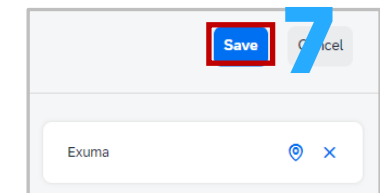
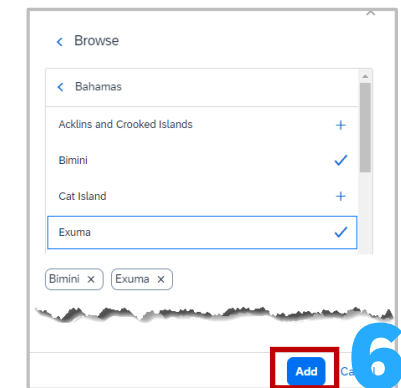
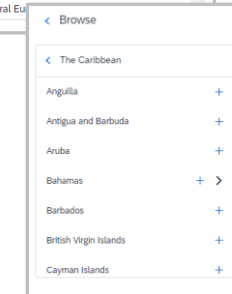
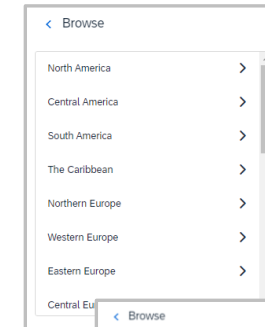
Start Typing



Enter the location



Click on Browse





Add, Edit or Update Product and Service Information - Industries

To Add or Edit your Company Information, open the Company Profile:

1. Click on the  at the end of the Product, Ship-to and Industries Served
 2. Ensure you are on the **Industries Served** tab
- A list of industries is displayed
3. Select each industry that your serve by placing a tick in the box
 4. Click on **Save** to return to the Company Profile screen

Product and Service Categories


- Professional procurement services

Ship-to or Service Location

- Sydney - New South Wales

Industries Served

Select the Industries you serve here.

**1**

Edit Product and Service Information

Product and Service Categories Ship-to or Service Location **Industries Served** **2**


Select the industries your company serves.

<input type="checkbox"/> Aerospace & Defense	<input checked="" type="checkbox"/> Media 3
<input type="checkbox"/> Agriculture & Mining	<input type="checkbox"/> Metal Products
<input type="checkbox"/> Automotive	<input type="checkbox"/> Oil & Gas
<input type="checkbox"/> Building Materials, Clay & Glass	<input type="checkbox"/> Pharmaceuticals
<input type="checkbox"/> Chemicals	<input type="checkbox"/> Primary Metal & Steel
<input type="checkbox"/> Consumer Products	<input type="checkbox"/> Public Sector
<input type="checkbox"/> Engineering & Construction	<input checked="" type="checkbox"/> Retail
<input type="checkbox"/> Financial Services & Banking	<input type="checkbox"/> Service Provider
<input type="checkbox"/> Forest Products & Paper	<input type="checkbox"/> Telecommunications
<input type="checkbox"/> Furniture	<input type="checkbox"/> Textiles Production
<input type="checkbox"/> Healthcare	<input type="checkbox"/> Transportation & Storage
<input type="checkbox"/> High Tech & Electronics	<input type="checkbox"/> Utilities
<input type="checkbox"/> Higher Education & Research	<input type="checkbox"/> Wholesale Distribution
<input type="checkbox"/> Hospitality	<input type="checkbox"/> Other
<input type="checkbox"/> Industrial Machinery & Components	
<input type="checkbox"/> Insurance	

Save **4**



To Add or Edit your Company Information, open the Company Profile:

1. Either Click on the  next to credentials or select Certifications under credentials in the overview pane

The Certifications screen is displayed

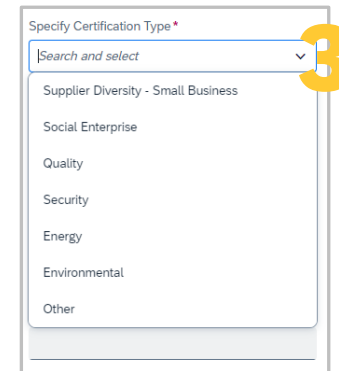
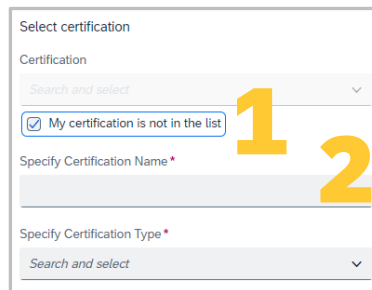
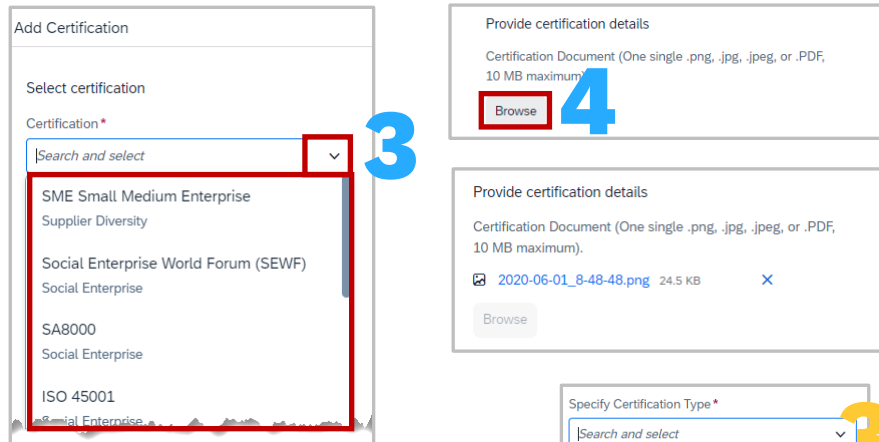
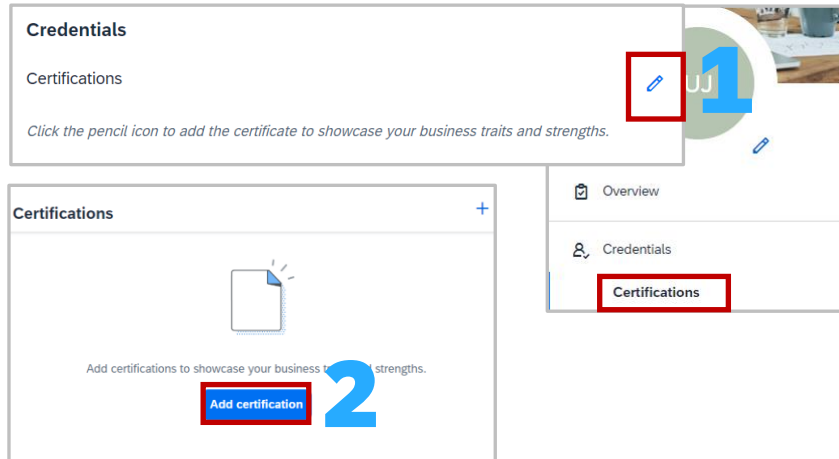
2. Click on **Add certification**
3. Click on the down arrow in the **Search and Select** field and select the certification from the drop-down list
4. To upload a certification document, click on **Browse**

Note: All fields with Asterisks are mandatory, others without an asterisk can be completed or left blank

5. Enter any other details you wish to have shown on your SAP Business Network Public Profile, read the information provided, then click on **Add**

Where the certification you wish to enter is not displayed, refer to the orange numbers:

1. Click on **My Certification is not in the list**
2. Enter the name of the certification you wish to add to the **Specify Certification Name**
3. Then specify the type of certification by clicking on the arrow in the Search and Select field and select the most appropriate certification type



Credentials - Certifications

Add Certification

Select certification

Certification *
 ▼

My certification is not in the list

Provide certification details

Certification Document (One single .png, .jpg, .jpeg, or .PDF, 10 MB maximum).

Effective Date
Expiration Date

Certification Number

Certified By

Certified Location 🔍

Additional Information

5

By entering or uploading your certification details, you authorize SAP SE to make this information available on your SAP Business Network public profile. This information may contain sensitive personal data. Please also note that you are solely responsible for the accuracy and integrity of this data.

To Add or Edit your Company Information, open the Company Profile:

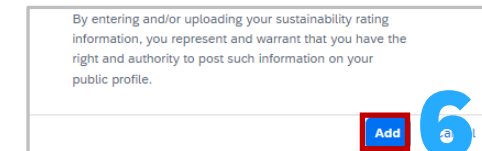
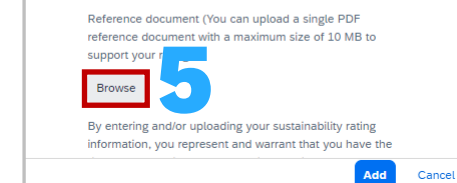
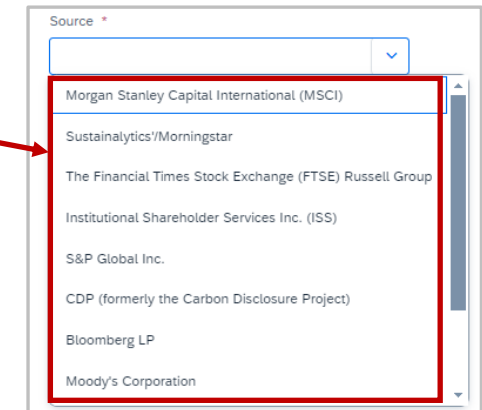
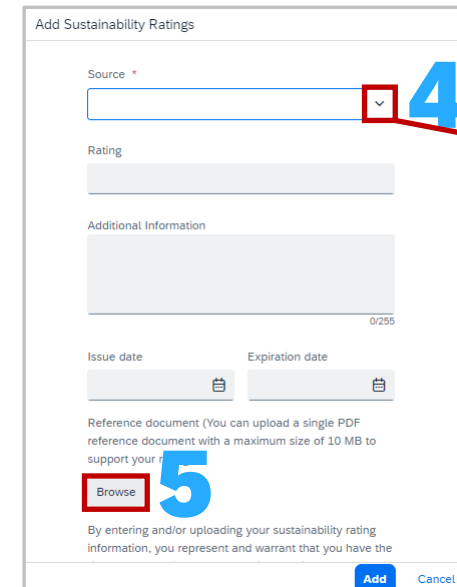
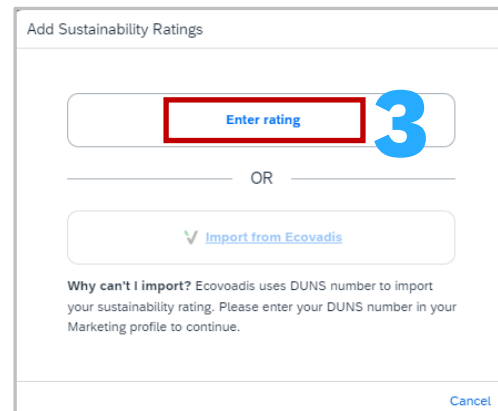
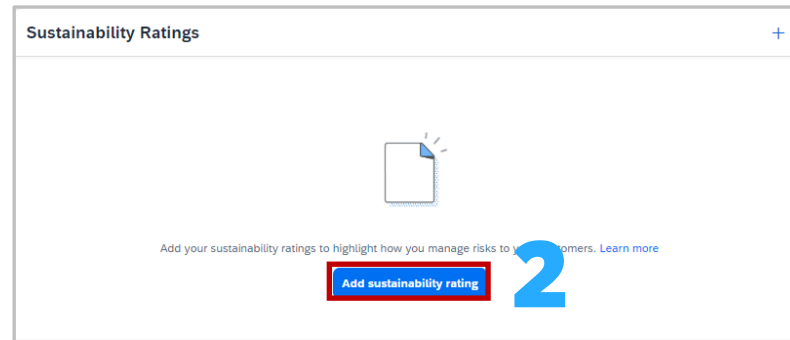
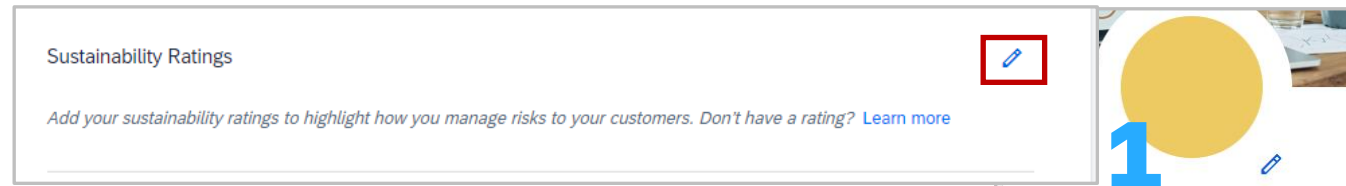
1. Click on either the next to credentials or select Sustainability Ratings in the overview pane

The Certifications screen is displayed

2. Click on **Add sustainability rating**
3. Click on **Enter rating**
4. Click on the Down arrow in the **Source** field
5. Select the sustainability rating source organisation from the drop-down list

Note: All fields with Asterisks are mandatory, others without an asterisk can be completed or left blank

6. Enter any other details you wish to have shown on your SAP Business Network Public Profile, read the information provided, then click on **Add**





Adding Additional Addresses

Add, Edit Additional Company Addresses is used when there are multiple addresses and there is a need to change “Remit” to details when creating invoices.

Additional Information has five tabs:

- ❖ Additional Addresses
- ❖ Business
- ❖ Contacts
- ❖ Certifications
- ❖ Additional Documents

To Add Company Address Information, open the Company Profile:

1. Click on **Additional Addresses** in the overview pane

The Additional Information Screen is displayed

2. Click on **Create**
3. Complete all fields with asterisks
4. Click on **Save**
5. The information is displayed
6. Click on **Save**

A **Green** ribbon indicates that it has been successfully saved, a

Red ribbon indicates an error, correct and re-save

Additional Information

Additional Addresses | Business | Contacts | Certifications (1) | Additional Documents

Additional Company Addresses

Address Name ↑	Address ID	VAT ID	Tax ID	Address	Country/Region	Legal Profile Status**
No Items						

Create

** This column displays your registration status with Ariba's accredited service provider.

Configure Supplier Addresses Served by This Account

Save

Indicates a required field

Address Name

Address Name:* Name of Business

Address ID:

VAT ID:

Tax ID:

Address

Address 1:* 43 Unicorn Way

Address 2:

City:* Cloudville

State:* Victoria [AU-VIC]

Postal Code:* 3000

Country/Region:* Australia [AUS]

Additional Information

Save

Your profile has been successfully updated.

Additional Addresses | Business | Contacts | Certifications (1) | Additional Documents

Additional Company Addresses

Address Name ↑	Address ID	VAT ID	Tax ID	Address	Country/Region	Legal Profile Status**
<input type="radio"/> Name of Business				43 Somewhere Way	Cloudville Victoria Australia	-

Edit | Delete | Create



Editing or Deleting Additional Company Addresses

Display the Additional Company Addresses screen

1. Select the Address Name you wish to change
2. Click on **Edit**

The **Configure Supplier Addresses Served by This Account** screen is displayed

Note: Items that are greyed out cannot be edited

3. Update, Add or Change allowable information
4. Click on **Save**
5. Screen returns to the Additional Company Address screen, click on **Save**

A **Green** ribbon indicates that it has been successfully saved, a **Red** ribbon indicates an error, correct and re-save

To Delete an Additional or incorrect Address:

1. Select the Address Name you wish to delete (orange numbers)
2. Click on **Delete**
3. Click on **Save**

Additional Information

Additional Addresses | Business | Contacts | Certifications (1) | Additional Documents

Additional Company Addresses

Address Name ↑	Address ID	VAT ID	Tax ID	Address	Country/Region	Legal Profile Status**
Name of Business				43 Somewhere Way	Cloudville Victoria Australia	-

← Edit Delete Create

Configure Supplier Addresses Served by This Account

Save

* Indicates a required field

Address Name

Address Name:* Name of Business

Address ID: |

VAT ID: |

Tax ID: |

Address

Address 1:* 43 Somewhere Way

Address 2: |

City:* Cloudville

State:* Victoria [AU-VIC]

Postal Code:* 3000

Country/Region:* Australia [AUS]

Additional Information

Save

✓ Your profile has been successfully updated.

Additional Addresses | Business | Contacts | Certifications (1) | Additional Documents

Additional Company Addresses

Address Name ↑	Address ID	VAT ID	Tax ID	Address	Country/Region	Legal Profile Status**
Name of Business			123456789	43 Somewhere Way	Cloudville Victoria Australia	-

Additional Information

Additional Addresses | Business | Contacts | Certifications (1) | Additional Documents

Additional Company Addresses

Address Name ↑	Address ID	VAT ID	Tax ID	Address	Country/Region	Legal Profile Status**
Name of Business				43 Somewhere Way	Cloudville Victoria Australia	-

← Edit Delete Create

Additional Information

Save

✓ Your profile has been successfully updated.

Additional Addresses | Business | Contacts | Certifications (1) | Additional Documents

Additional Company Addresses

No items

Create



Additional Information – Business

Use the Business Tab to add information about your Business that is not shown on the business Public profile, however is not mandatory.

Adding the relevant Tax information ensures that these fields are automatically populated when required during the Invoice creation process (where completed)

Display the Additional Company Addresses screen

1. Select the **Business** tab
2. Add the applicable and relevant Tax information
3. Click on **Save**

A **Green** ribbon indicates that it has been successfully saved, a **Red** ribbon indicates an error, correct and re-save

The screenshot shows the SAP Business Network 'Additional Information' page for an Enterprise Account. The 'Business' tab is selected and highlighted with a red box and a blue '1'. The 'Save' button is highlighted with a red box and a blue '3'. The 'Tax Information' section is highlighted with a red box and a blue '2'. The 'Tax Information' section includes fields for Tax Classification, Taxation Type, ABN Number, State Tax ID, Regional Tax ID, VAT ID, and VAT Registered. The 'Supplier GST Registration Number' and 'VAT Registration Document' fields are also visible. A green success message is displayed at the bottom of the page.

Additional Information

Additional Addresses **Business** Contacts Certifications (1) Additional Documents

* Indicates a required field

Commercial Register Court:

Financial Information

Penalty Information:

Supplier Company Capital:

Discount Information:

Global Location Number:

Tax Information

Tax Classification: (no value)

Taxation Type: (no value)

ABN Number: ⓘ

State Tax ID: Do not enter dashes

Regional Tax ID: Do not enter dashes

VAT ID: ⓘ

VAT Registered

Supplier GST Registration Number: ⓘ

VAT Registration Document: <No document>
[Upload](#)

Tax Clearance

Additional Information **Save** **Close**

✓ Your profile has been successfully updated.

Additional Addresses **Business** Contacts Certifications (1) Additional Documents



Additional Information – Contacts Information

Use the Contacts Tab provides information about whom they should contact in your business company-wide and customer-specific contacts.

The contact sections are:

Contact Personnel – internal only, your customers can not see this list

Companywide Contacts – these contacts are visible to all buyers on the SAP Business Network

Customer Specific Assignment – visible only to specified customers, such as customers with a trading relationship with your business so that a Buyer knows who the main point of contact should be

Additional Information

Save Close

Additional Addresses Business **Contacts** Certifications (1) Additional Documents

* Indicates a required field

Company Contact Information

Main Email:*

Country Area Number
AUS 61 2 123456789

Main Phone:*

Country Area Number
USA 1

Contacts

Contact Personnel

Customers need to know how to contact your company. You can provide companywide and customer-specific contacts. First, create contact personnel. Then, create companywide and customer-specific assignments. Customers do not see your list of contact personnel. Any link in the Name column to edit a contact's details. Ariba's policy for handling contact information is described in the Privacy Policy.

Contacts

Name ↑	Business Title	Email
No items		

Create

Companywide Assignments

Designate companywide contacts. These contacts are visible to all buying organizations on SAP Business Network. Companywide contacts can be the first point of contact for customers who want to do business with you. For customer-specific assignments, go to the Customer-specific Assignments section.

Companywide Assignments

Assignment	Contact Name	Actions
Accounts Receivable		
Accounts Payable		
Customer Care Manager		
Catalog Manager		
eBusiness Manager		
Marketing Manager		
Sales Representative		
Sales Order/Operations Manager		
Bid/Proposal Manager		

Create

Customer-specific Assignments

Customer-specific contacts are visible only to the specified customer. You can specify customer-specific contacts only for those customers you have trading relationships with. Customers treat these as the first point of contact.

Customer-specific Assignments

Customer	Customer NetworkId	Sales	Technical	Additional
No items				



Additional Information – Company Contact and Contact Personnel Sections

Display the Additional Company Addresses screen

1. Select the **Contacts** tab

Note: All fields with Asterisks are mandatory, others without an asterisk can be completed or left blank

2. Confirm, Edit or Update the main **Company Contact Information**

3. Click on **Save**

A **Green** ribbon indicates that it has been successfully saved, a **Red** ribbon indicates an error, correct and re-save

4. Scroll down to **Contacts**

5. Click on **Create**

The **Create new Contact** screen is displayed

6. Complete all fields with an **Asterisks**

7. Click on **Save**

Additional Information Enterprise Account

Additional Addresses Business **Contacts** Certifications (1) Additional Documents

* Indicates a required field

Additional Information Save

✓ Your profile has been successfully updated.

Additional Addresses Business **Contacts** Certifications (1) Additional Documents

Company Contact Information

Main Email: * jane.doe@abccompany.com
Country Area Number
Main Phone: * AUS 61 2 123456789
Country Area Number
Main Fax: USA 1

Contacts

Contact Personnel

Customers need to know how to contact your company. You can provide companywide and customer-specific contacts. First, create your private list of contact personnel. Then, make companywide and customer-specific assignments. Customers do not see your list of contact personnel. Click Edit or any link in the Name column to edit a contact's details. Ariba's policy for handling contact information is described in the Privacy Statement.

Contacts

Name ↑	Business Title	Email	Phone
No items			

Create

Add a new contact to your list of contact personnel.

* Indicates a required field

Basic Information

Name: *
Business Title:

Contact Information

Each contact must have an email address or a phone number, or both.

Email:
Country Area Number Extension
Phone: USA 1
Country Area Number Extension
Fax: USA 1

Address

Address 1:
Address 2:
Address 3:
City:
State: - Select State -
Zip:
Country/Region: United States [USA]

By entering this personal data, you acknowledge that you have authority to allow transfer of this personal data to Ariba for processing in the Ariba systems (hosted in various data centers globally) in accordance with the Privacy Statement, the service agreement between your company and Ariba, and applicable law, and, if applicable, that any personal data from Russian citizens has been stored by your organization in a separate data repository residing within the Russian federation.

Save



In order to complete company-wide assignments the Contact Personnel section needs to be set up first so that you can assign contact types. The Company-Wide Contacts are visible to all Buying Organisations on the SAP Business Network.

Display the Additional Company Addresses screen

1. Select the **Contacts** tab

Note: All fields with Asterisks are mandatory, others without an asterisk can be completed or left blank

2. Scroll down to **Companywide Assignments**
3. Click on the **Assignment** type you wish to add a contact to
4. Select the **Contact Person** from the drop-down list
5. Click on **Save**, and repeat to add more contacts to other listed

Assignment Roles

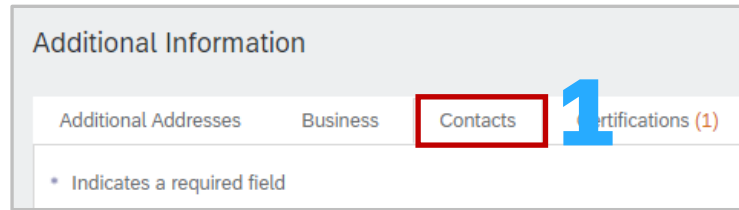
Note: You can add the same resource name to multiple Assignment Roles, but you can only add 1 name to each Assignment

To Add more Assignments

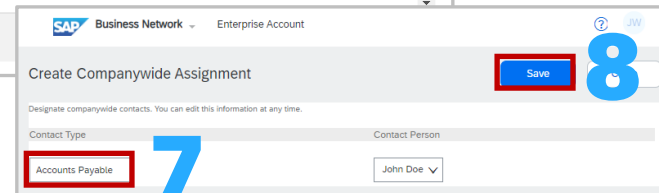
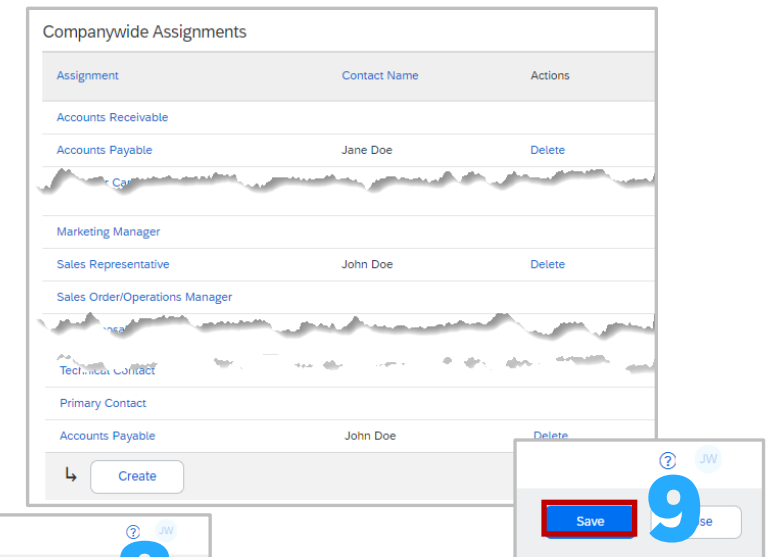
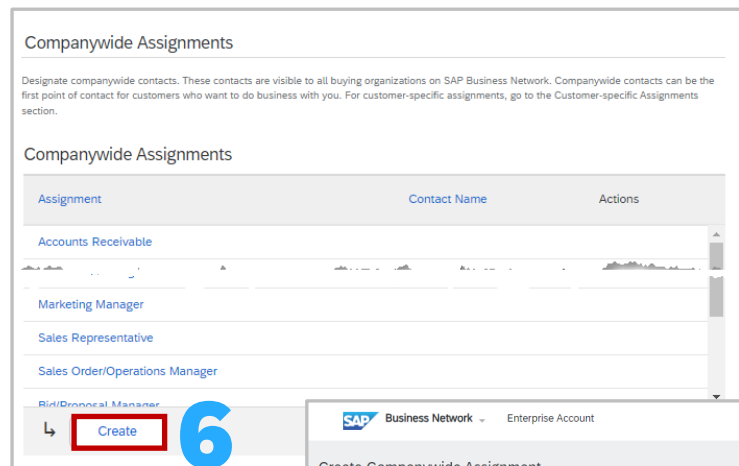
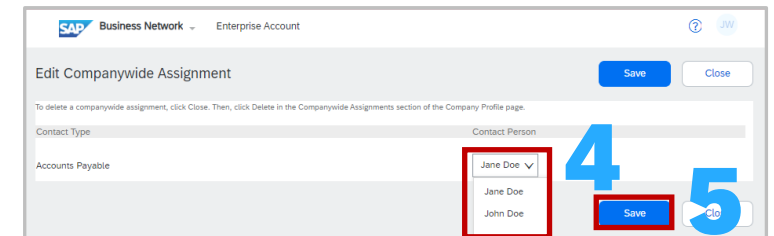
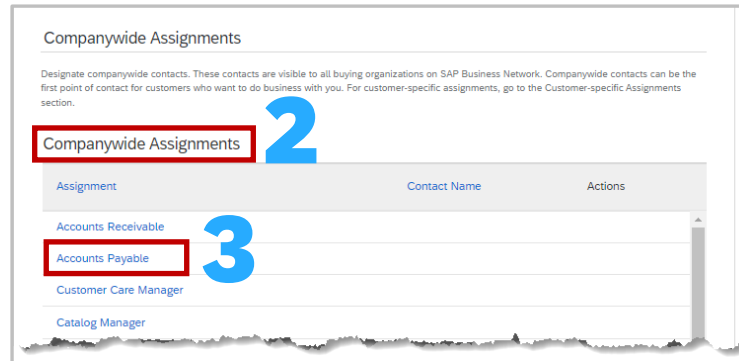
6. To add other roles or names of roles that reflect your business and can already be shown in the original listed roles, click on **Create**
7. Enter the **Contact Type** role
8. Click on **Save**
9. Click on **Save**

A **Green** ribbon indicates that it has been successfully saved, a **Red** ribbon indicates an error, correct and re-save

Additional Information – Company-Wide Assignments Section



	Name ↑	Business Title	Email
<input type="radio"/>	Jane Doe		jane.doe@abccompany.com
<input type="radio"/>	John Doe		john.doe@abccompany.com





In order to complete Customer-specific Assignments you need to have a trading relationship with them on this ANID. The Company-Wide Contacts are visible to the specified customer and should be the first point of contact for the Buyer.

1. Select the **Contacts** tab

Note: All fields with Asterisks are mandatory, others without an asterisk can be completed or left blank

2. Scroll down to **Customer-specific Assignments**
3. Click on the **Buyer Name** type you wish to add a contact to
4. Is the Contact Type a Sales Representative or a Technical Contact, if **Yes**, select the name from the drop-down list
5. Do you need to add a new Contact Type (role), if **Yes**, enter the name of the role and select the name of the person from the **Contact Person drop-down** list

Note: You can only add 1 Contact type and select the name from the drop-down list of contacts already added

6. Click on **Save**
7. The screen returns to Contact, click on **Save**

A **Green** ribbon indicates that it has been successfully saved, a **Red** ribbon indicates an error, correct and re-save

Additional Information – Customer - Specific Assignments Section

Additional Information

Additional Addresses Business **Contacts** Certifications (1)

* Indicates a required field

Customer-specific Assignments

Customer-specific contacts are visible only to the specified customer. You can specify customer-specific contacts only for those customers you have trading relationships with. Customers treat these as the first point of contact.

Customer-specific Assignments Customer Customer NetworkId Sales Technical Additional

No items

Customer-specific Assignments

Customer	Customer NetworkId	Sales	Technical	Additional
Name of Buyer	AN01014368918			
Name of Buyer	AN01047986513			
Name of Buyer	AN01011736185			

Contact Admin

Designate contacts for Customer BP International (NetworkId AN01047986513). Only Customer BP International can see these contact assignments. To add a contact person, click Close to return to the Contact Administration page. To cancel a contact assignment, select the blank line at the top of the corresponding Contact Person drop-down list.

Contact Type	Contact Person
Sales Representative	<input type="text"/>
Technical Contact	<input type="text"/>
RFQ's	<input type="text"/>

Save Close

Additional Information

✓ Your profile has been successfully updated.

Additional Addresses Business Contacts Certifications Additional Documents

Save Close

The Certification screen within Additional Information caters for other types of certifications that are not internationally recognised but have significant differentiators in specific country markets.

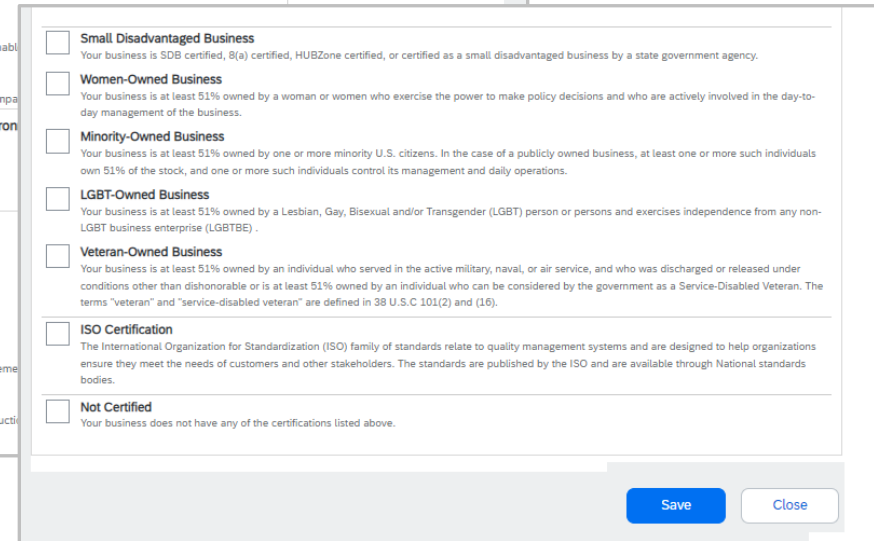
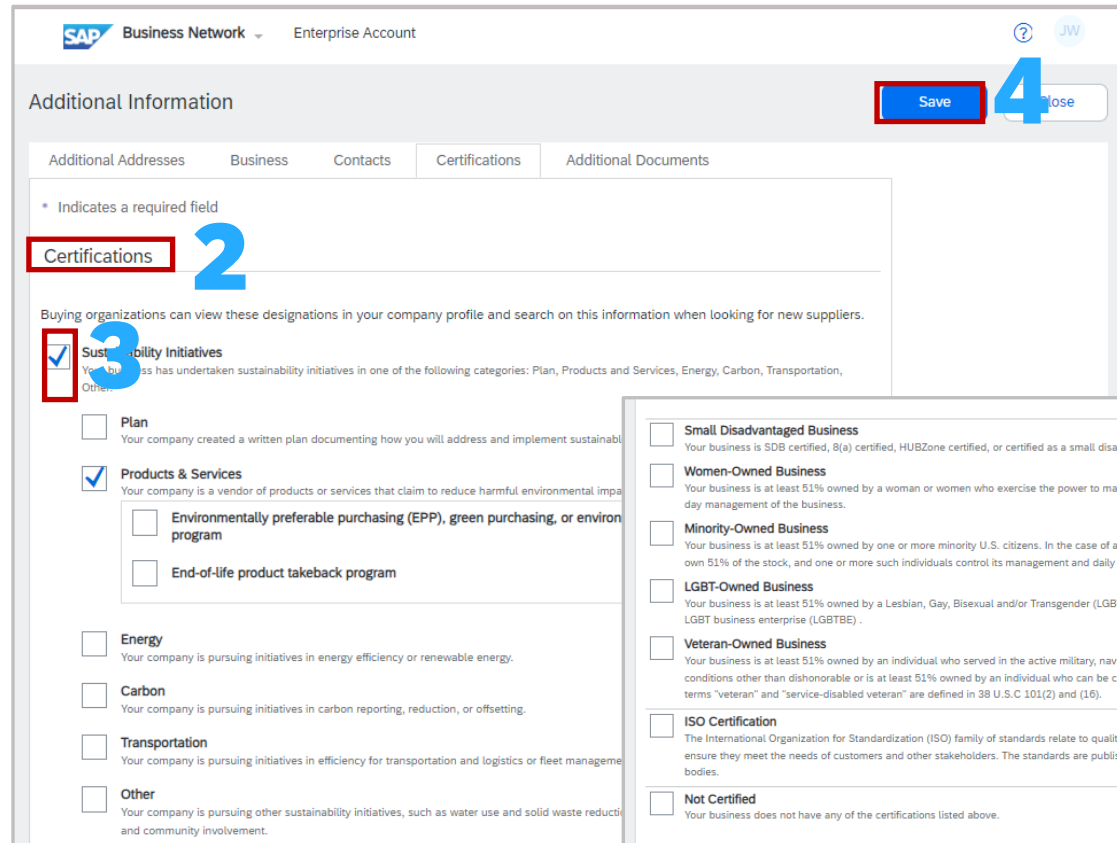
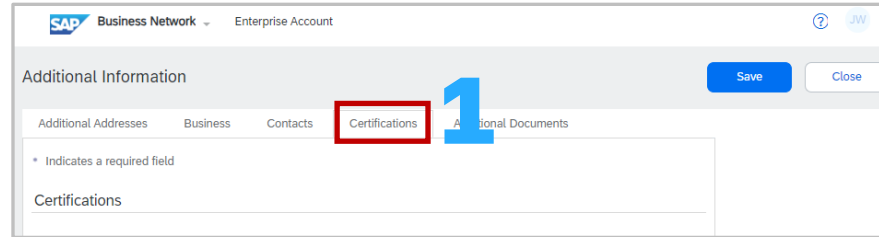
Buyers can view these designations in your Company Profile and search using this information when looking for new suppliers. There is no ability to upload certificates but is more to highlight niche market differentiators.

Globally recognised certifications can be uploaded to the Company Profile, refer to [Credentials - Certifications](#)

Display the Additional Company Addresses screen

1. Select the **Certifications** tab
2. Scroll through and select the **Certifications**
3. Select the **Certifications** required
4. Click on **Save**

A **Green** ribbon indicates that it has been successfully saved, a **Red** ribbon indicates an error, correct and re-save







Company Profile - Company Keywords

Use Company Keywords to make finding your business/company easier to find.

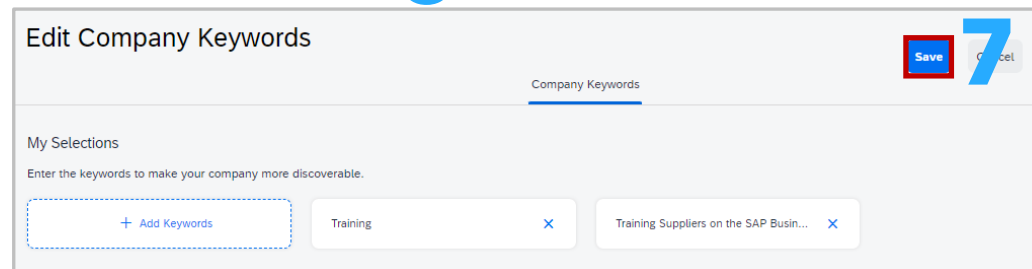
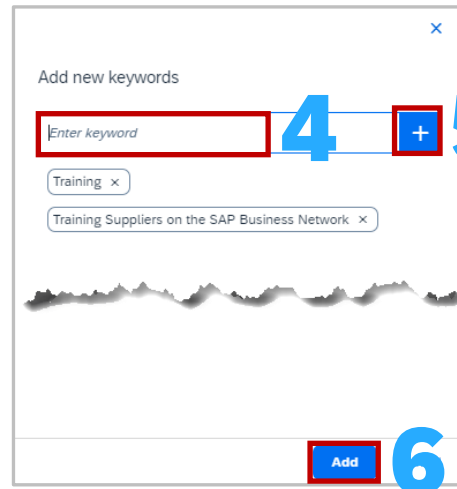
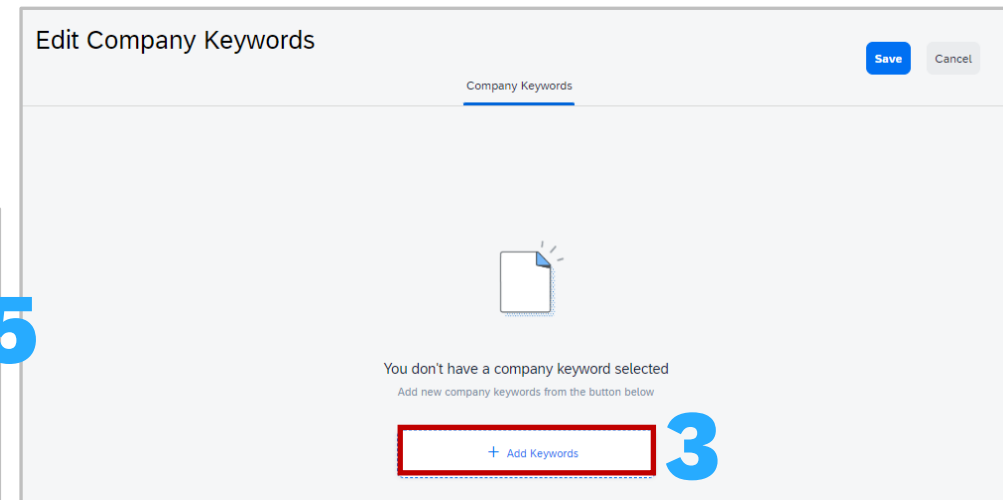
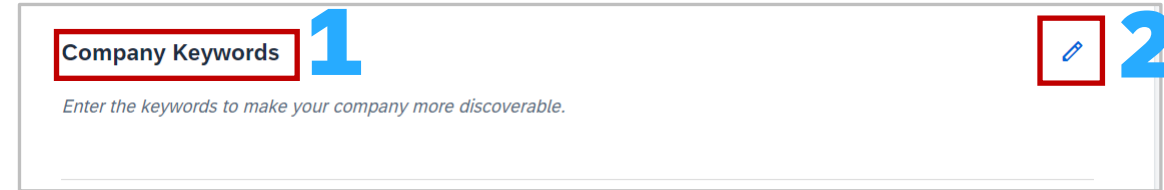
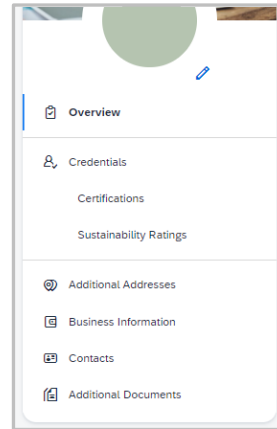
With the Company Profile Page Displayed:

1. Scroll down to locate **Company Keywords**
2. Click on the 
3. Click on **+ Add Keywords**

The **Add New Keywords** screen is displayed

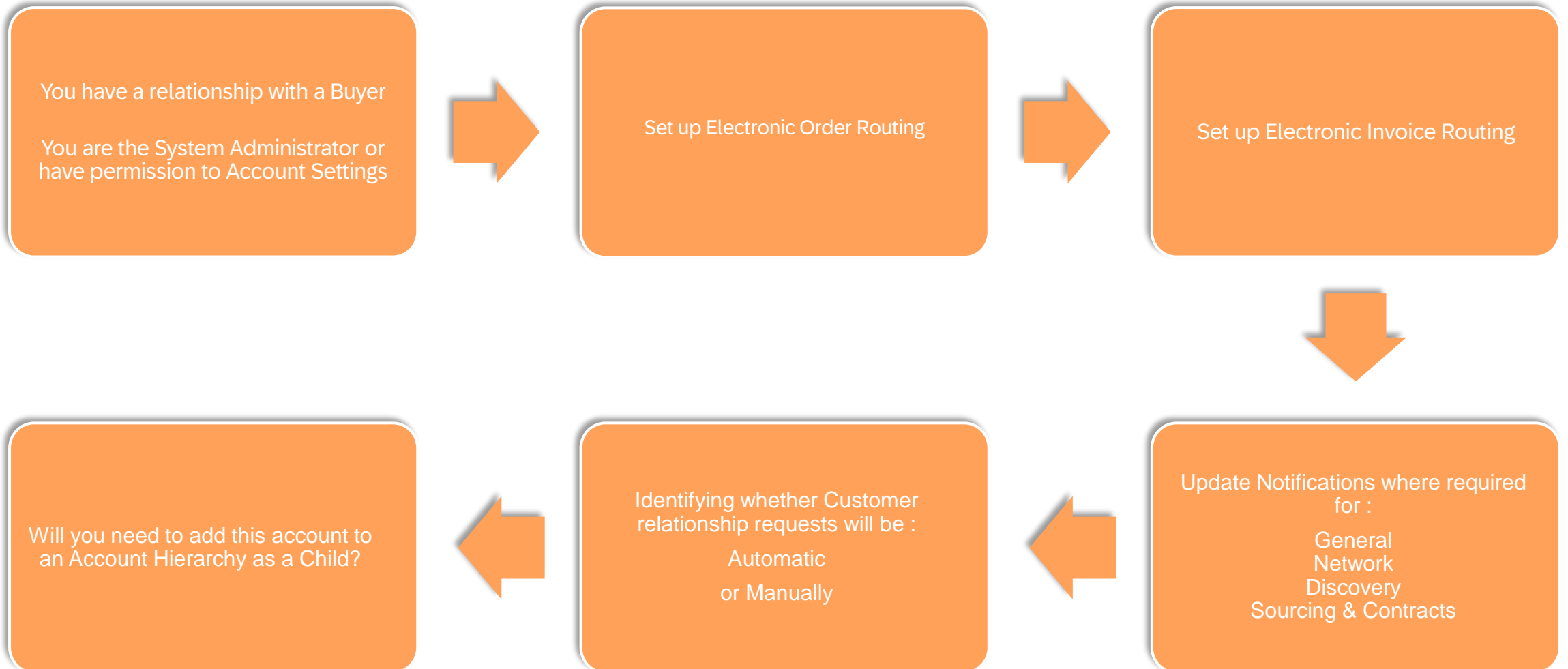
4. Enter a word or short sentence
5. Click on the 
6. Continue until all keywords have been entered and click on **Add**
7. Click on **Save**

A **Green** ribbon indicates that it has been successfully saved, a **Red** ribbon indicates an error, correct and re-save



Account Settings

- ❖ Account Settings allow Suppliers to set the communication parameters of documents in the SAP Business Network, for who is advised a new purchase order has been received to rejected invoice notifications





Settings Drop Down Information – Account Settings

The Settings selection under your name initials on the top right-hand corner provides access to the Account Settings drop-down list

- ❖ The drop-down list shows the selections available to all users, however, only the System Administrator has all **available** selections including Users and Audit Logs
- ❖ There may be additional selections based on the SAP Business Network account you have

1. Accounts Settings usually consists of:

- ❖ Customer Relationships
- ❖ Users
- ❖ Notifications
- ❖ Application Subscriptions
- ❖ Account Registration

2. Network Settings usually consist of:

- ❖ Electronic Order Routing
- ❖ Electronic Invoice Routing
- ❖ Accelerated Payments
- ❖ Remittances
- ❖ Data Deletion Criteria
- ❖ Network Notifications
- ❖ Audit Logs

The screenshot displays the SAP Business Network user interface. At the top right, the user's name 'Jane Doe' and email 'jane.doe@abccompany' are visible. A dropdown menu is open, showing various account settings options. The 'Account Settings' and 'Network Settings' options are highlighted with red boxes. A blue '1' is placed next to 'Account Settings' and a blue '2' is placed next to 'Network Settings'. The main dashboard area shows 'Leads' with filters for 'In Location' and 'By Product', and a 'My widgets' section with a 'Company profile' widget showing '35% Completed'.



Account Setting Screen – Customer Relationship Information

The System Administrator has access to all relevant tabs under Account Settings, however, users will only have access to the tabs based on the permissions set for each user

Customer Relationships provides suppliers with information about:

- ❖ Current Relationships
- ❖ Potential Relationships
- ❖ Numbering Preferences
- ❖ More which contains Numbering Preferences and Automatic Invoice Creation

Note: Tabs can be used to access other sections under the Account Settings Screen instead of exiting and selecting from the Settings drop down list

1. **Account Settings** screen header
2. **Tabs** to other options under the Settings > Account Settings option
3. **Current Relationships** and **Potential Relationships** tab
4. **Relationship request options** – automatic or manual
5. **Current Customers** sub heading
6. **Filter** to search for customers
7. All Buyers that have a transacting relationship in the SAP Business Network
8. **Show Hide Columns** options

The screenshot shows the SAP Business Network 'Enterprise Account' interface. The 'Account Settings' header is highlighted with a blue '1'. Below it, a navigation bar contains tabs for 'Customer Relationships', 'Users', 'Notifications', 'Account Hierarchy', 'Application Subscriptions', 'Account Registration', and 'Account Type Change Log', with the latter highlighted by a blue '2'. Under 'Customer Relationships', there are sub-tabs for 'Current Relationships' and 'Potential Relationships', with the latter highlighted by a blue '3'. Below the sub-tabs, there are radio buttons for 'Automatically accept all relationship requests' (selected) and 'Manually review all relationship requests', with a blue '4' next to them. An 'Update' button is below. A summary bar shows 'Current (0)', 'Pending (0)', and 'Rejected (0)'. The 'Current Customers' section has a sub-heading highlighted with a blue '5'. Below it is a 'Filter' section with a search box and a '+' button, highlighted with a blue '6'. At the bottom, a table header is visible with columns: 'Customer', 'Network ID', 'Relationship Type', 'Approved Date', 'Supplier Information Portal', 'Routing Type', and 'Actions', with a blue '7' next to the 'Customer' column. On the right, a 'Show / Hide Columns' dropdown menu is open, highlighted with a blue '8', showing a list of columns with checkboxes and options to 'Export to Excel', 'Export all Rows', and 'Export Current Page'.


This screenshot shows the 'Potential Relationships' tab, highlighted with a blue '3'. It displays a message: 'View the list of buying organizations that are currently accepting relationship requests from qualified suppliers and view the project details.' Below this is a 'Project Details' section with a 'Page 1' dropdown and a right arrow. A table lists buying organizations with columns: 'Buying Organization', 'Project Name', 'Date Posted', 'My Response Status', 'Date Submitted', and 'Action'. The table contains one row: 'Test Buyer', 'Bea and Lucie', '13 Jun 2023', and a 'View Project' link.



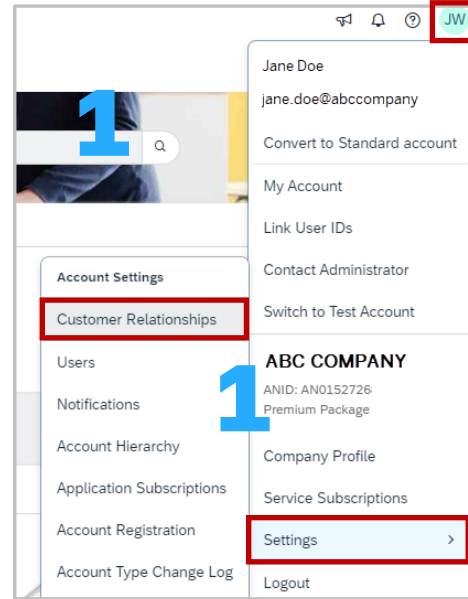
The **Buyer-Supplier Information Portal** is a way Buyers can communicate with their supplier’s System Administrator with the information they need to transact using the SAP Business Network. However, only System Administrators or those with the applicable “Customer Relationships” permission can access this section

General Access to the Supplier Information Portal should be done via the Support function. Refer to [Accessing Buyer Suppliers Information Portals](#) for all Buyers transacting on this account.

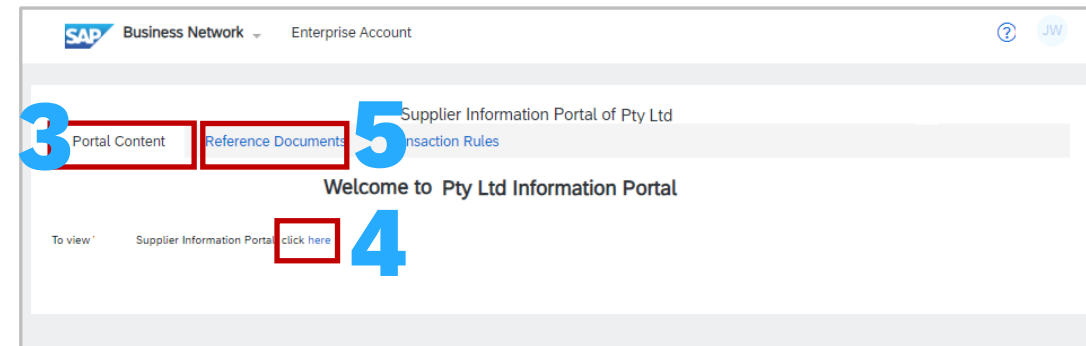
To access each tab in the Buyers Supplier Information Portal:

1. Access **Settings > Customer Relationships**
2. Under **Current Customers** locate the **Supplier Information Portal** column
3. Click on  under the Supplier Information Portal heading associated with the Buyer you require information on
4. The **Supplier Information Portal of** the Buyer you selected with the Portal Content tab open
5. Click on the **Reference Documents** tab to identify any documents from your Buyer


The Buyer-Supplier Information Portal & Reference Documents – For System Administrator Information



<input type="checkbox"/>	Customer	Network ID	Relationship Type	Approved Date	Supplier Information Portal	Routing Type	Actions
<input type="checkbox"/>	Name of Buyer	AN0101203	Trading	22 Dec 2021		Default	Actions ▾
<input type="checkbox"/>	Name of Buyer	AN0105557	Trading	22 Dec 2021		Default	Actions ▾






Supplier Information Portal



Welcome to the Supplier Information Portal that provides information for all suppliers conducting business with . For your organization, this means the traditional way of transacting with us is changing fundamentally. On this site you will find information regarding the transformation, as well as, a number of tools to help answer any of the questions you may have.

What information are you looking for?

 Project Notification Letter	 Introduction to the SAP Business Network	 Training Clips
--	--	--

Integration & Catalog Resources

Standard Account Information

Coming Soon


For example, only there may be variations in design and content

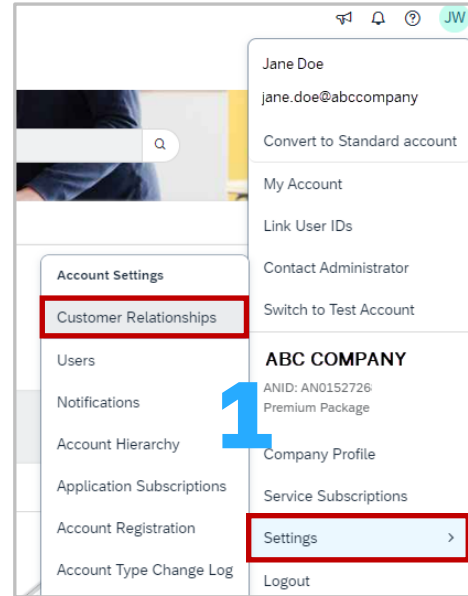


Transaction Rules via Customer Relationships

Each Buyer creates a list of parameters to transact with their supplier via the SAP Business Network. Supplier System Administrators and sub-users with the correct permissions can access a cut-down list of the transaction rules that affect the way suppliers collaborate.

To access each tab in the Buyers Supplier Information Portal and the Transaction Rules:

1. Access **Settings > Customer Relationships**
2. Under **Current Customers** locate the **Supplier Information Portal** column, Click on  of the Buyer required
3. Click on the **Transaction Rules** tab to view the transaction rules set by the Buyer



<input type="checkbox"/>	Customer	Network ID	Relationship Type	Approved Date	Supplier Information Portal	Routing Type	Actions
<input type="checkbox"/>	Name of Buyer	AN0101203	Trading	22 Dec 2021		Default	Actions ▾
<input type="checkbox"/>	Name of Buyer	AN0105557	Trading	22 Dec 2021		Default	Actions ▾

Supplier Information Portal

Portal Content Reference Documents **Transaction Rules**

Order Confirmation and Ship Notice Rules	
Allow suppliers to confirm an order multiple times. ⓘ	Yes
Allow suppliers to send order confirmations for material orders. ⓘ	No
Allow suppliers to send order confirmations for material orders at the line-item level. ⓘ	No
Allow suppliers to reject quantities for material orders at the line-item level in order confirmations. ⓘ	No
Allow suppliers to send order confirmations for service orders. ⓘ	Yes
Allow suppliers to send order confirmations for service orders at the line-item level. ⓘ	Yes
Allow suppliers to edit components in order confirmations.	No
Require suppliers to fully confirm line items before fulfillment. ⓘ	No



To search specific rules:

4. Click **ctrl** and **F**
5. Enter the term, for example, **Invoice**
6. The number of items for the search term is displayed and all instances of the term highlighted

Note: You can not modify or change the transaction rules as these are controlled by the Buyer

Invoice 1/82

General Invoice Rules	
Allow suppliers to send invoices to this account.	Yes
Allow suppliers to send summary invoices to this account.	No
Allow suppliers to send invoices with service information. ⓘ	No



Accessing a Buyer (SIP) – Sub Users or those without Customer Relationship Permissions

The **Buyer-Supplier Information Portal** is a way Buyers can communicate with their supplier's System Administrator with the information they need to transact using the SAP Business Network. However, only System Administrators or those with the applicable "Customer Relationships" permission can access this section

General Access to the Supplier Information Portal should be done via the Support function. Refer to [Accessing Buyer Suppliers Information Portals for all Buyers](#) transacting on this account.

Note: A user **must** be logged on to access specific Buyer Supplier Information Portal/s.

To access all Buyer Supplier Information Portals you are transacting with on an account (both Standard & Enterprise Accounts)

1. Login and from the Home page, click on your **initials**
2. Click on **Support**

The SAP Help Centre Home page is displayed, and a list of all of the Buyers you are transacting with on this ANID is displayed

3. Click on the tile with the name of the **Buyer** you are looking for

Note: To view all Buyers on the ANID click on **See more....**

4. The selected Buyer Supplier Information Portal (SIP) is shown

1

2

3

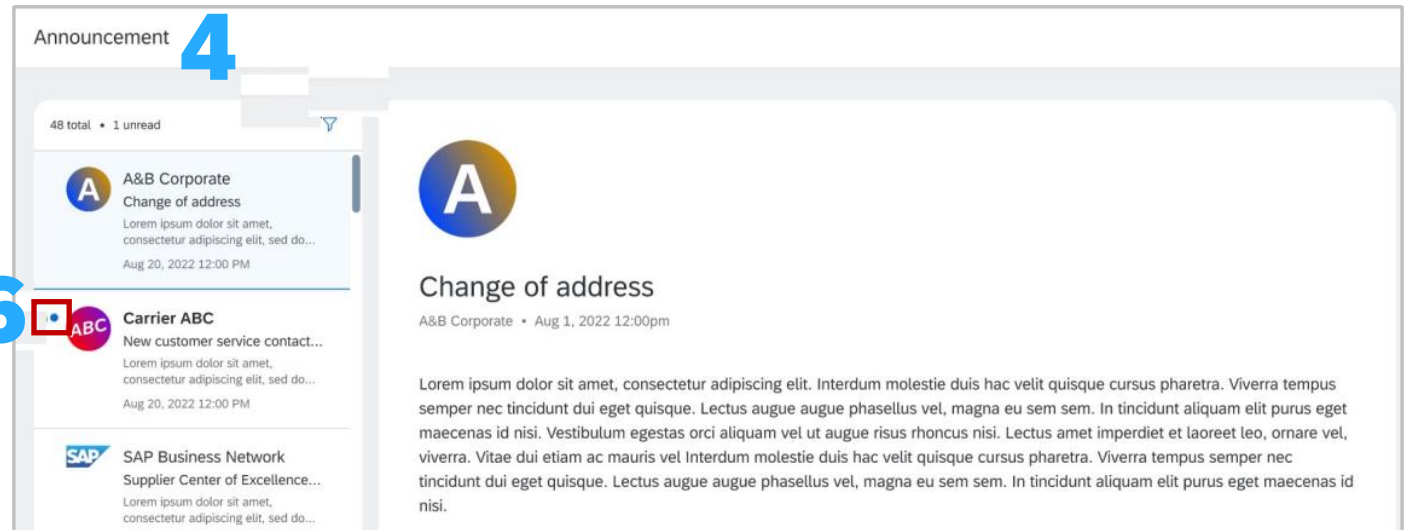
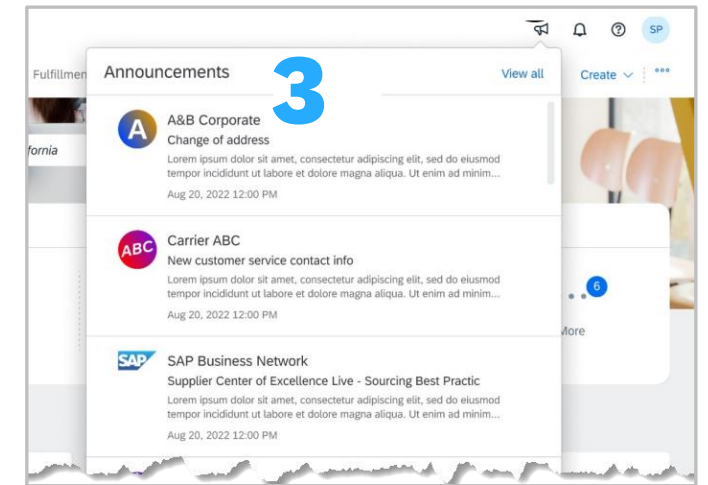
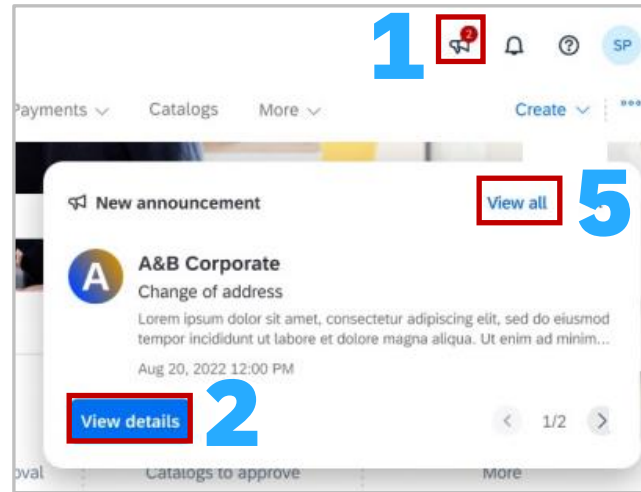
4



Some Buyers may have Buyer Announcements activated in the Buyer SAP Business Network. Buyers will be able to send timely announcements to their Suppliers.

Suppliers can filter on Unread/Total announcements. Blue Dots show unread announcements and to open a Suppliers click on the announcement and it will change from unread to read

1. New Announcements will be highlighted by a **Red circle**, which may contain a number indicating the number of new messages that are unread - Click on the **Announcement** icon on the shellbar to view all announcements
2. Click on **View Details** to see a specific announcement,
3. If there is more than 1 announcement they will appear in a drop-down list
4. Clicking on an announcement will take Suppliers to the Announcements Detail Page
5. **View All** will take you to the announcements page
6. All items with a **Blue Dot** indicate an unread message



Buyer Announcements



Unsubscribe from Communications from SAP

Suppliers can unsubscribe from receiving news about SAP Products and Services or SAP Newsletters –

[Click Here to Unsubscribe](https://www.sap.com/profile/unsubscribe.html)

(<https://www.sap.com/profile/unsubscribe.html>)

Unsubscribing will not affect the receipt of important business communications related to your current relationship with SAP this includes:

- ❖ Security Updates
- ❖ Event Registration notices
- ❖ Account Management Messages
- ❖ Support and Service Communications

If you have an active public profile and wish to stop sharing your profile information on SAP sites, update the privacy settings in profile settings

Open a Web Browser by using the link or copy and pasting the link into your browser

1. Enter your **Business Email Address**
2. Click on **Unsubscribe**
3. You will see a **Thank You** Pop up message

We're sorry to see you leave

Complete the form below to remove your e-mail address and phone number from our mailing and contact lists

Before you unsubscribe, please note that you will no longer receive news about SAP's products and services or SAP newsletters you are subscribed to.

Unsubscribing will not affect your receipt of important business communications related to your current relationship with SAP, such as security updates, event registration notices, account management messages, and support and service communications.

If you have an active public profile and wish to stop sharing your profile information on SAP websites, you may update your privacy settings from your [profile account settings](#) page.

1

2

Thank You

You've been successfully unsubscribed based on the preference you selected.

Your request is being processed. In the interim you may continue to receive e-mails from us as we update our systems with your request. Opting out of promotional e-mails from SAP doesn't affect your receipt of important business communications related to your current business relationship with SAP, such as security updates and support communications.

3



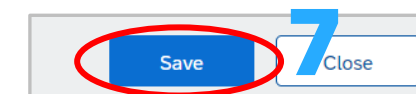
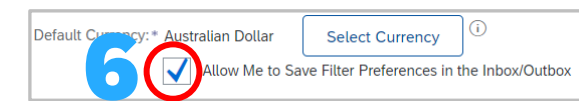
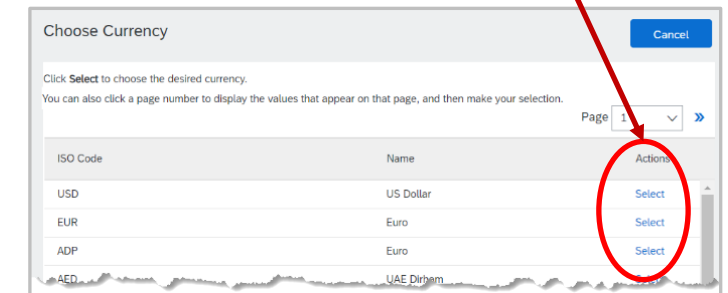
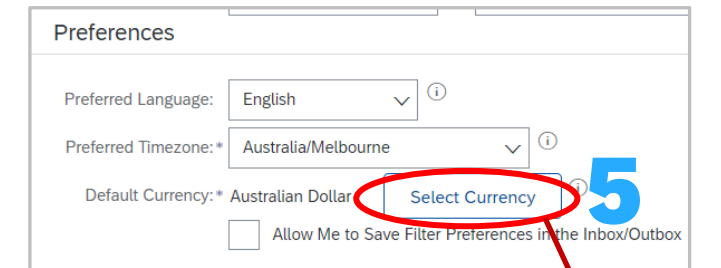
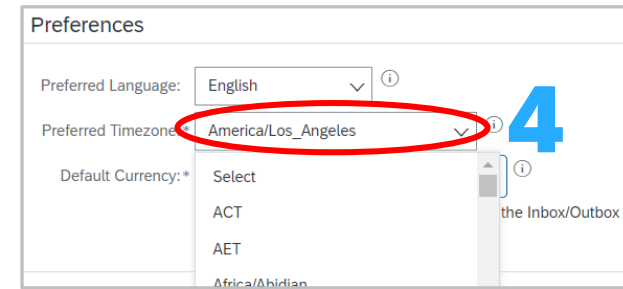
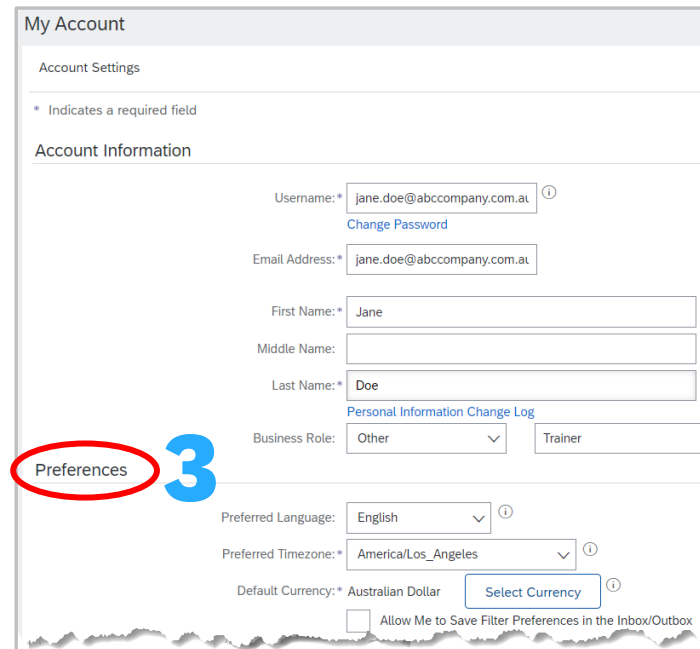
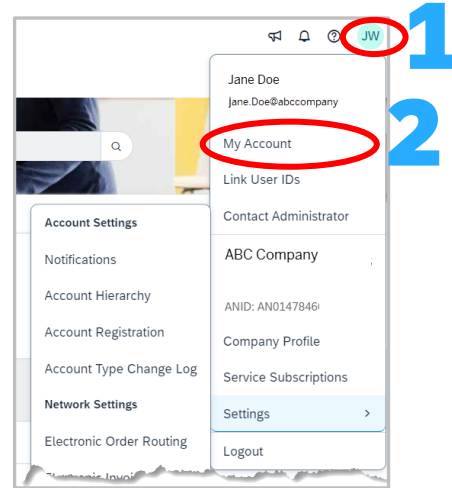
Set Time zone and Currency

Suppliers can set up accounts to reflect the currency and time zone they are in. If you are using a generic login that has many users the changes will impact all users using the same credentials.

The inbox represents documents that are sent from the Buyer/Customer to the Supplier, such as Purchase Orders and The outbox represents documents sent from the Supplier to the Buyer such as Invoices

1. **Sign in** to the SAP Business Network and click on your **initials** at the top of the screen
2. Select **My Account**
3. The My Account screen is displayed, locate **Preferences**
4. To change the Time zone, click on the **Preferred Timezone** down arrow and select the required time zone from the list
5. To change the currency, click on **Select Currency**, select the currency required from the drop-down list
6. Determine whether you require the preferences to be saved for the **Inbox/Outbox**, and select (if required)
7. Click on **Save**

A **Green** ribbon indicates that it has been successfully saved, a **Red** ribbon indicates an error, correct and re-save



Routing Processes

- ❖ There are a number of Electronic Order Routing Options, ensure that you select the correct routing type
- ❖ In most instances the System Administrators email will auto-populate most fields
- ❖ An Email must be provided in all fields with an asterisk, however until the option is selected by placing a tick in the associated box it will not activate
- ❖ Up to 5 email addresses can be entered into each field separated by a comma only, do not include spaces or use other separators
- ❖ Using emails and selecting to attach a copy of the Purchase Order means that Suppliers can view what their Buyers require prior to logging into the SAP Business Network – SAP Ariba
- ❖ Email addresses can include distribution lists, generic email boxes or specific people's email addresses
 - ❖ **Online** – This means that the Purchase Order is sent to the SAP Business Network but no email notifications will be sent to advise there is a new purchase order from your Buyer/s
 - ❖ **Email** – This is the default setting and means that an email will be sent to advise that a new purchase order/s is in the SAP Business Network from your Buyer/s
 - ❖ **cXML/EDI** – Only used when system integration is set up
- ❖ This document only directs suppliers to complete the mandatory fields required for the initial set-up, however, there are many other fields that can be activated to send emails for other document types (default is set to online)



Electronic Order Routing – New Orders

Electronic Order Routing is where suppliers can set up the preferred method for transacting with your customer, the information entered affects all users on your SAP Business Network

Where a Supplier is transacting with multiple Buyers on the SAP Business Network, separate routing for each different Buyer cannot occur.

Also, ensure that all fields with asterisks have an email address entered, only when there is a tick next to the option does it become active.

Open **Network Settings** by, clicking on your **Initials** at the top right of your screen, selecting **Settings**

1. Click on **Electronic Order Routing** under Network Settings
2. Locate **New Orders**
3. Select the **Routing Method** (the default is Email)
4. Confirm or enter up to 5 emails **into Email Address**,

To add more emails only use a comma, no spaces or dashes

5. Select the required option/s from (Enterprise Accounts only):
 - ❖ Attach cXML document in the email message
 - ❖ Include document in the email message
 - ❖ Leave attachments online and do not include them with email messages etc.
 - ❖ Attach PDF document in the email message
 - ❖ All other New Order routing methods will reflect the choice made for Catalog Orders without Attachments

6. Scroll down to **Notifications**

Refer to [Electronic Order Routing - Notifications](#)

Network Settings

Electronic Order Routing

Electronic Invoice Routing Accelerated Payments Settlement

Indicates a required field

External System Integration

New Orders

Document Type	Routing Method	Options
Catalog Orders without Attachments	Email	<input type="checkbox"/> Attach cXML document in the email message <input type="checkbox"/> Include document in the email message <input type="checkbox"/> Leave attachments online and do not include them with email message. This applies to all orders with attachments that have the routing method "Same as new catalog orders without attachments". <input type="checkbox"/> Attach PDF document in the email message
Catalog Orders with Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email ▲ Attachments are left online.
Non-Catalog Orders without Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email
Non-Catalog Orders with Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email ▲ Attachments are left online.

Notifications

Type	Send notifications when...	To email addresses (one required)
	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable.	

Suppliers can identify when they require to be notified about a document by ticking in the applicable **Send Notifications when...**

At least one email address must be in the To email addresses and the System Administrator email may already be displayed

1. Select the required **Send notifications when...**, putting a tick in the associated box activates the selection
2. Confirm or enter the **To email addresses** applicable email address
3. Click on **Save**

A **Green** ribbon indicates that it has been successfully saved, a **Red** ribbon indicates an error, correct and re-save

4. Click on **Close** to exit or select the next tab required

❖ Even if none of the selections are chosen there must be an email address in the fields with an asterisk

Type	Send notifications when...	To email addresses (one required)
Order	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable.	*
	<input type="checkbox"/> Send a notification when a new collaboration request against an existing order is received.	*
	<input type="checkbox"/> Send notification for new purchase orders to suppliers.	
	<input type="checkbox"/> Send notification to suppliers when purchase orders are changed.	
Purchase Order Inquiry	<input checked="" type="checkbox"/> Send a notification when purchase order inquiries are received.	*
	<input type="checkbox"/> Send a notification when purchase order inquiries are undeliverable.	*
Time Sheet	<input type="checkbox"/> Send a notification when time sheets are undeliverable.	*

The Electronic Invoice Routing activity is required only for Notifications

❖ Do not change the Routing Method for Invoices and Customer Invoices unless advised to do so from an SAP Ariba Representative

1. Select the required **Send notifications when...**, putting a tick in the **Send a notification when invoices are undeliverable or rejected**

Note: Selecting Send a notification when invoice status changes generates an email for each process associated with the invoice and may trigger large quantities of emails

2. Confirm or enter the **To email addresses** applicable email address

3. Click on **Save**

A **Green** ribbon indicates that it has been successfully saved, a **Red** ribbon indicates an error, correct and re-save

4. Click on **Close** to exit or select the next tab required

Even if none of the selections are chosen there must be an email address in the fields with an asterisk

Network Settings

Electronic Order Routing Electronic Invoice Routing Settlement

General Tax Invoicing and Archiving

Capabilities & Preferences

Sending Method

Document Type	Routing Method	Options
Invoices	Online	Return to this site to create invoices
Customer Invoices	Online	Save in my online inbox

Notifications

Type	Send notifications when...	To email addresses (one required)
Invoice Failure	<input checked="" type="checkbox"/> Send a notification when invoices are undeliverable or rejected.	* [Empty Field]
Invoice Status Change	<input type="checkbox"/> Send a notification when invoice statuses change.	* [Empty Field]
Invoice Created Automatically	<input type="checkbox"/> Send a notification when an invoice is created automatically on behalf of your company.	* [Empty Field]

Save Close

Network Settings

Save Close

✓ Your profile has been successfully updated.

Electronic Order Routing Electronic Invoice Routing Settlement

The Electronic Invoice Routing activity is required only for Notifications

❖ Do not change the Routing Method for Invoices and Customer Invoices unless advised to do so from an SAP Ariba Representative

1. Select the required **Send notifications when...**, putting a tick in the **Send a notification when invoices are undeliverable or rejected**

Note: Selecting Send a notification when invoice status changes generates an email for each process associated with the invoice and may trigger large quantities of emails

2. Confirm or enter the **To email addresses** applicable email address

3. Click on **Save**

A **Green** ribbon indicates that it has been successfully saved, a **Red** ribbon indicates an error, correct and re-save

4. Click on **Close** to exit or select the next tab required

Even if none of the selections are chosen there must be an email address in the fields with an asterisks

Network Settings

Electronic Order Routing Electronic Invoice Routing Settlement

General **Tax Invoicing and Archiving**

Capabilities & Preferences

Sending Method

Document Type	Routing Method	Options
Invoices	Online	Return to this site to create invoices
Customer Invoices	Online	Save in my online inbox

Notifications

Type	Send notifications when...	To email addresses (one required)
Invoice Failure	<input checked="" type="checkbox"/> Send a notification when invoices are undeliverable or rejected.	*
Invoice Status Change	<input type="checkbox"/> Send a notification when invoice statuses change.	*
Invoice Created Automatically	<input type="checkbox"/> Send a notification when an invoice is created automatically on behalf of your company.	*

Network Settings

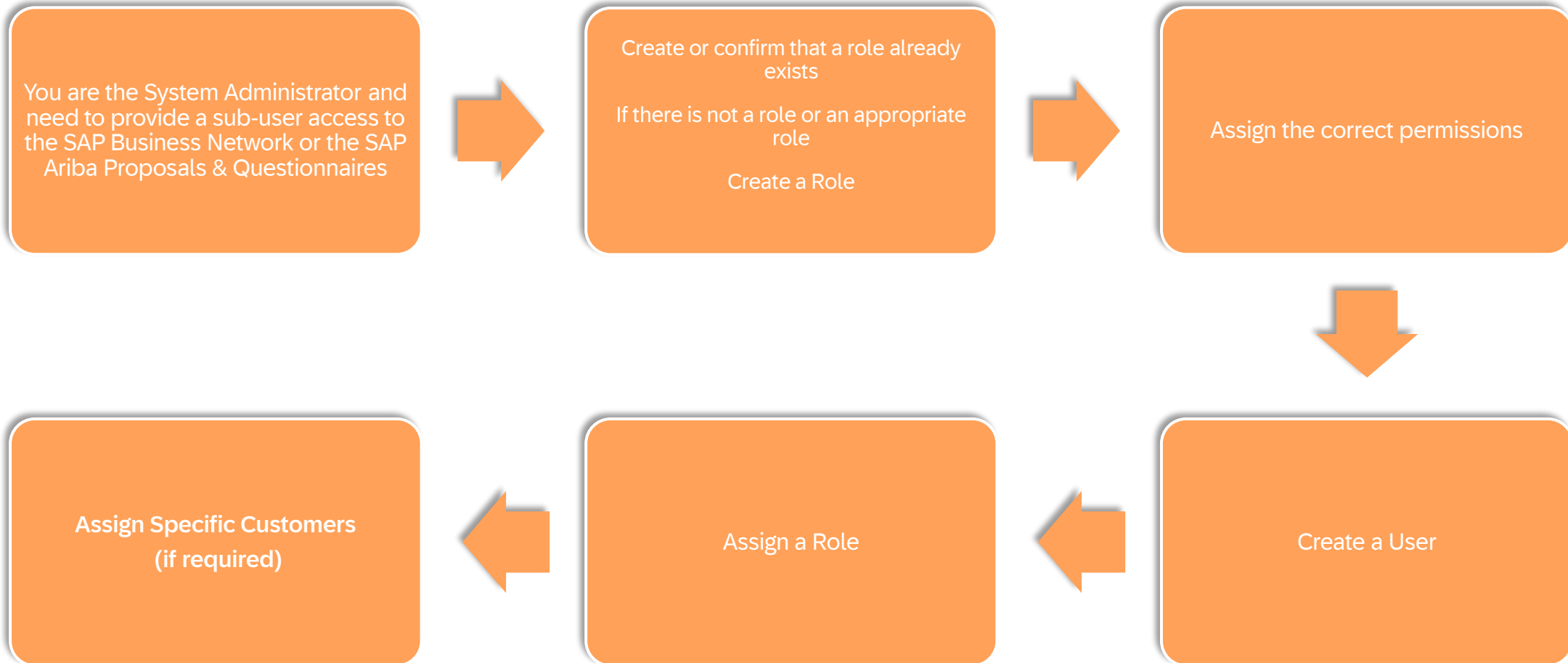
Save Close

✓ Your profile has been successfully updated.

Electronic Order Routing Electronic Invoice Routing Settlement

Roles, Users and Network Permissions

- ❖ A Role must be available or created before adding a user, many users can be associated with a particular role. Roles can be named using your businesses terminology and permissions can be added or removed when required





Account Settings – Users Tab Information

The Users tab/selection is only available to the System Administrator, use this tab to maintain users for the SAP Business Network for:

- ❖ Creating Roles
- ❖ Creating Users
- ❖ Maintaining Users
- ❖ Assigning permissions
- ❖ Resetting passwords
- ❖ Assign the System Administrator role to another user

- 1. Users** – The tab accessed by the System Administrator to create, update and maintain users
- 2. Manage Roles** – Roles must be created prior to creating users, roles are created based on the functions/roles within the supplier organisation
- 3. Manage Users** – Used to add, delete, update and maintain both users and specific permissions of users
- 4. Manage User Authentication** – Used to increase system security
- 5. Role Name** – The name of the function/role added by the System Administrator, users are then assigned a role based on the permissions required to perform their job
- 6. Users Assigned** – Indicates the number of users assigned to the Role
- 7. Actions** – The actions allowed, the System Administrator role cannot be deleted, there is only 1 System Administrator at any one time
- 8. +** - Used to Add Roles

Account Settings

Customer Relationships Users 1 Notifications Application Subscriptions Account Registration API management

Manage Roles 2 Manage Users 3 Manage User Authentication 4

Roles (3)
Create and manage roles for your account. You can edit the role and add users to a role. The Administrator role can be viewed, but cannot be modified.

Filters
Permission
Select permission assigned

Apply Reset

Role Name 5	Users Assigned 6	Actions 7
Administrator	Name of the System Administrator	
Test Role	Name of User and a number indicating total number of users assigned to this role	
Service Entry Sheet Generation		

+ 8

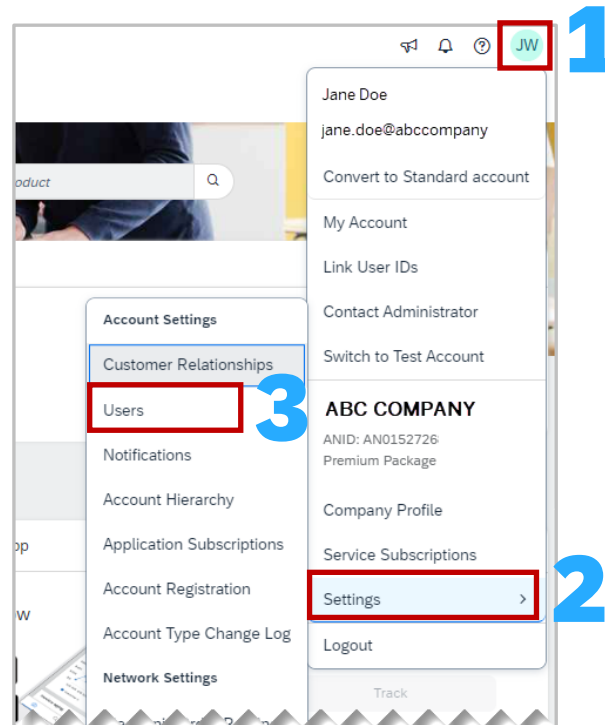


Only the System Administrator can manage roles, add users and control permissions. Even selecting all available permissions will not provide access to the Users section of the SAP Business Network.

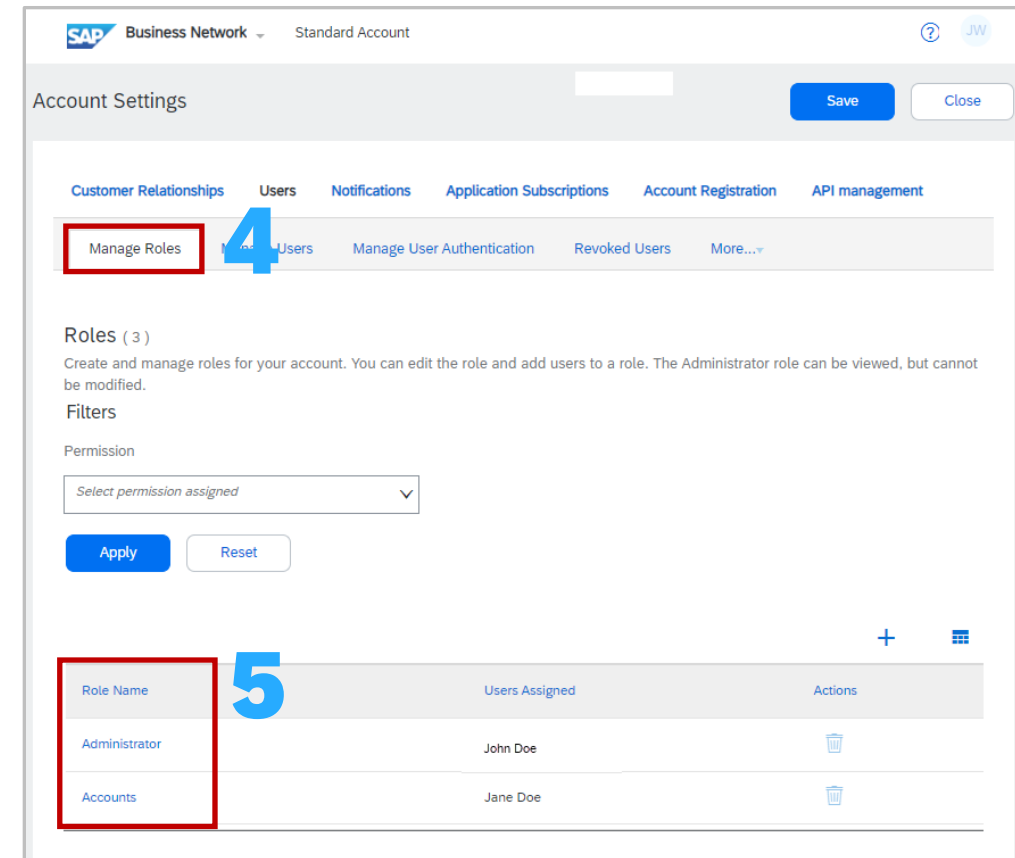
Roles should reflect the job roles within your organisation, particularly those that need to interact with the SAP Business Network.

Roles are then assigned permissions so that sub-users are able to access the network and perform the tasks required.

1. Sign in to the SAP Business Network, click on your **initials**
2. Select **Settings**
3. Select **Users**
4. Confirm you are on the **Manage Roles** tab
5. Locate **Role Names** and determine whether you need to add, edit or update permissions on an existing role



Checking there is Roles





Adding a Role

Permissions are assigned by the System Administrator based on the Role responsibilities, refer to [Permissions](#).

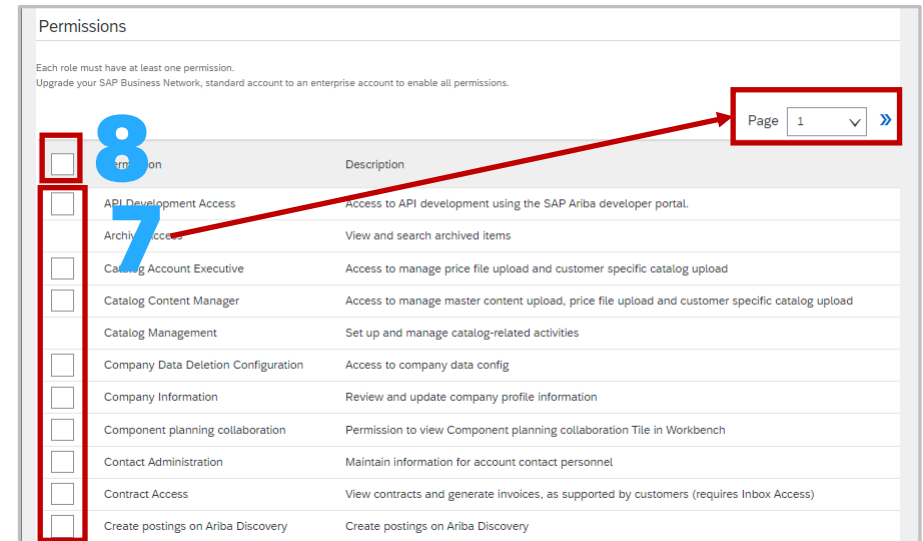
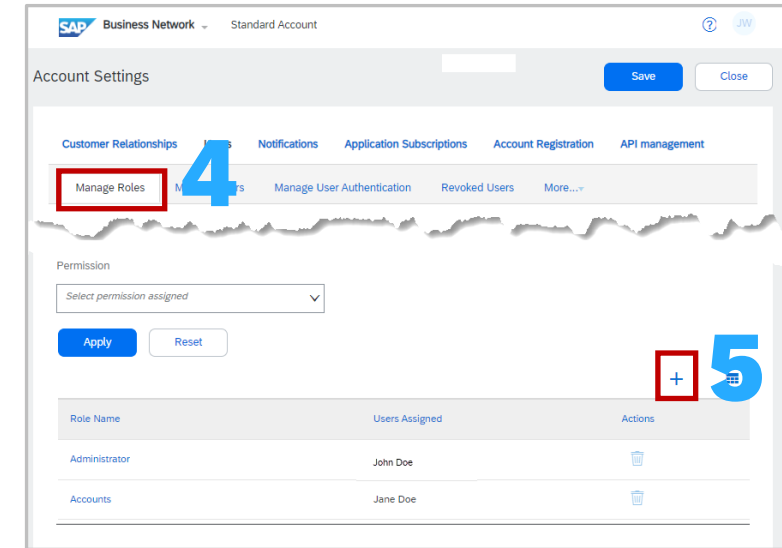
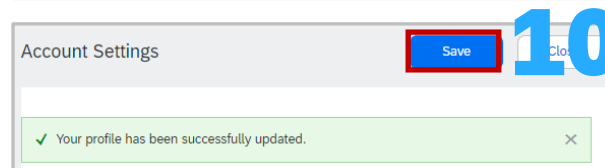
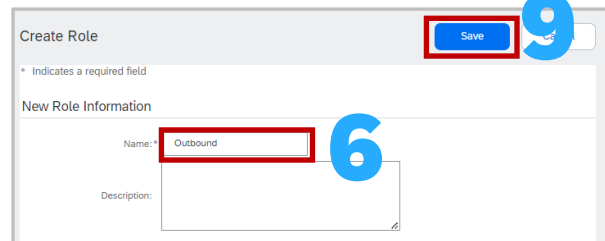
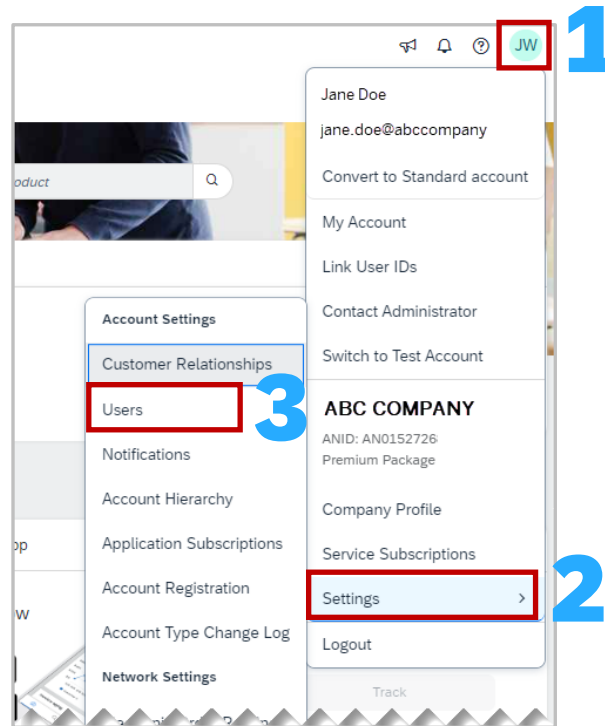
A new role does not need to be created if adjusting permissions, refer to editing permissions.

1. Sign in to the SAP Business Network, click on your **initials**
2. Select **Settings**
3. Select **Users**
4. Confirm you are on the **Manage Roles** tab
5. Click on the **+**
6. Add the name of the **role**
7. Scroll down to see available permissions, and select all applicable permissions, use **Page** to review more permissions
8. To select all permissions select **Permission**
9. Once completed, click on **Save**

The screen will revert back to the Manage Roles Tab

10. Click on **Save**

A **Green** ribbon indicates that it has been successfully saved, a **Red** ribbon indicates an error, correct and re-save





Editing a Role

Existing Roles can be edited, including:

- ❖ Changing the name of the Role
- ❖ Removing permissions
- ❖ Adding Permissions
- ❖ Identifying Assigned Users
- ❖ Moving Assigned Users to another role

1. Display the **Manage Roles** Tab
2. Click on the name of the role you need to modify
3. The Edit Role screen is displayed, the active permissions are shown, to view other available permissions, click on **Show me all the available permissions**
4. Review and select other permissions this role should have (review other pages)
5. Click on **Save**
6. Screen returns to the Manage Roles tab, click on **Save**

A **Green** ribbon indicates that it has been successfully saved, a **Red** ribbon indicates an error, correct and re-save

Account Settings

Customer Relationships Users Notifications Application Subscriptions Account Registration API management

Manage Roles Manage Users Manage User Authentication Revoked Users More...

Role Name Users Assigned

Administrator Accounts Business Administrator Outbound

Edit Role

Edit the details of this role. Each role must have at least one permission. Note that any changes are applied to all users with this role.

* Indicates a required field

Selected Role Information

Name: Accounts

Description:

Permissions

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

Show me all the available permissions

Permission	Description
<input checked="" type="checkbox"/> Contact Administration	Maintain information for account contact personnel
<input checked="" type="checkbox"/> Goods Receipt Report Administration	Access to Reporting, and Goods Receipt report type
<input checked="" type="checkbox"/> Order Assignment for Users with Limited Access	User can assign an order to a user with limited access to Ariba Network

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

Show me all the available permissions

Page 1

Permission	Description
<input type="checkbox"/> API Development Access	Access to API development using the SAP Ariba developer portal.
<input type="checkbox"/> Archive Access	View and search archived items
<input type="checkbox"/> Catalog Account Executive	Access to manage price file upload and customer specific catalog upload
<input type="checkbox"/> Catalog Content Manager	Access to manage master content upload, price file upload and customer specific catalog upload
<input type="checkbox"/> Catalog Management	Set up and manage catalog-related activities
<input type="checkbox"/> Company Data Deletion Configuration	Access to company data config
<input type="checkbox"/> Company Information	Review and update company profile information
<input type="checkbox"/> Component planning collaboration	Permission to view Component planning collaboration
<input checked="" type="checkbox"/> Contact Administration	Maintain information for account contact personnel
<input type="checkbox"/> Contract Access	View contracts and generate invoices, as supported by the contract type
<input type="checkbox"/> Create postings on Ariba Discovery	Create postings on Ariba Discovery

Account Settings

Save

✓ Your profile has been successfully updated.



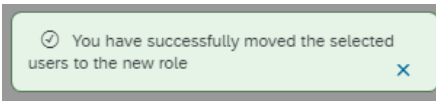
Only the System Administrator can manage roles, add users and control permissions. Even selecting all

1. Display the **Manage Roles** Tab
2. Scroll down to **Assigned Users**
3. The **Users** assigned to this **Role** will be displayed
4. To Move a User to a different Role, select the affected **user**
5. Click on **Move to another role**
6. The Move Users to Another Role pop-up box is displayed, click on the **Select Role** down arrow

Note: The System Administrator role is not available, to change the System Administrator refer to [Change Administrator](#)

7. Click on **Move and Save**

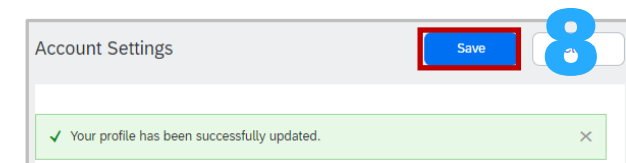
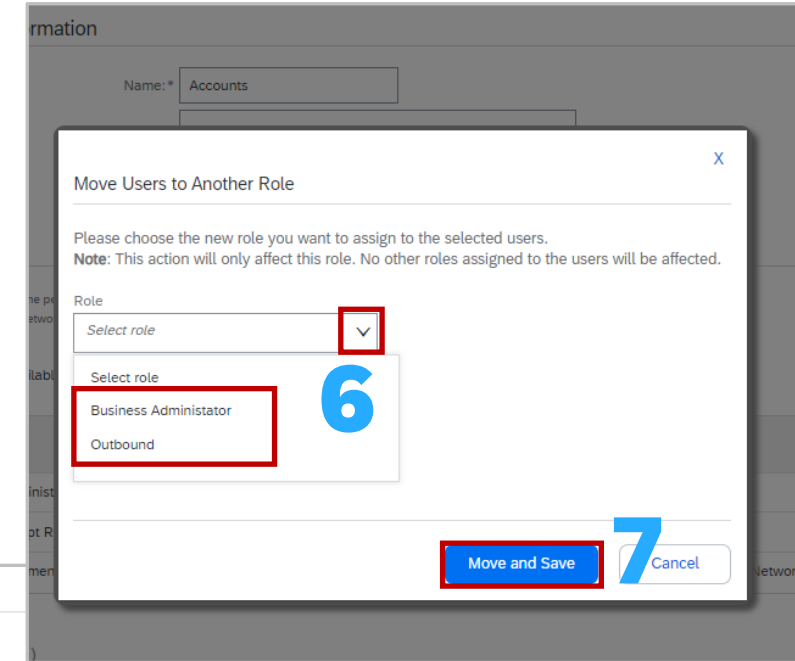
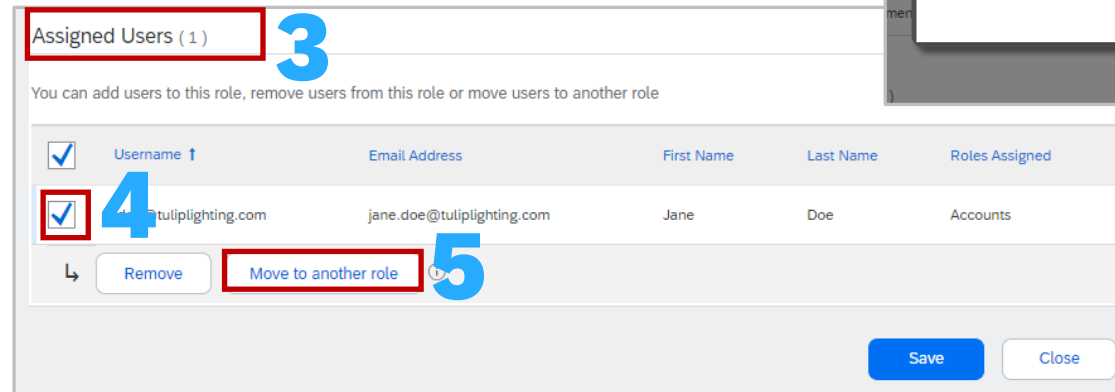
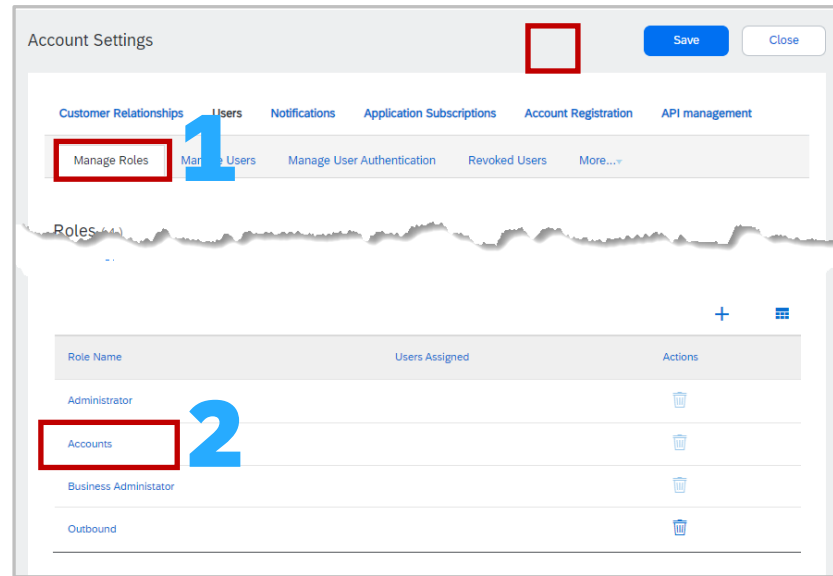
Note: A screen pop up confirms the move



8. Screen returns to the Manage Roles tab, click on **Save**

A **Green** ribbon indicates that it has been successfully saved, a **Red** ribbon indicates an error, correct and re-save

Identifying Assigned Users to a Role and Moving users to another Role





Only the System Administrator can manage sub-users, assign a new System Administrator and control permissions.

Accessing the Manage Users Tab

1. Sign in to the SAP Business Network, click on your **initials**
2. Select **Settings**
3. Select **Users**
4. Confirm you are on the **Manage Users** tab
5. The list of users is displayed
6. Click on **+** to add users
7. Click on **📄** to export contacts list
8. Click on **☰** for the Table Options Menu
9. The Filter allows for a search based on the criteria selected, use the drop down to select the criteria, enter the information, click on the **+** then click on Apply. The info will be displayed

The screenshot shows the SAP Business Network user management interface. It is divided into two main sections: a top navigation menu and a main content area.

Top Navigation Menu: Includes options like 'Jane Doe', 'jane.doe@abccompany', 'Convert to Standard account', 'My Account', 'Link User IDs', 'Contact Administrator', 'Switch to Test Account', 'BC COMPANY', 'ANID: AN0152726', 'Premium Package', 'Company Profile', 'Service Subscriptions', 'Settings', and 'Logout'. A red box highlights the 'Settings' option, with a blue '2' next to it.

Main Content Area: Titled 'Account Settings', it contains several tabs: 'Customer Relationships', 'Users', 'Notifications', 'Application Subscriptions', 'Account Registration', and 'API management'. A red box highlights the 'Users' tab, with a blue '3' next to it. Below the tabs, there are sub-tabs: 'Manage Roles', 'Manage Users', 'User Authentication', 'Revoked Users', and 'More...'. A red box highlights the 'Manage Users' sub-tab, with a blue '4' next to it.

Filter Section: Labeled 'Filter', it contains a search box for 'Username' with a dropdown arrow and a '+' button. A red box highlights the dropdown arrow, with a blue '9' next to it. Below the search box are 'Apply' and 'Reset' buttons.

Users Table: A table with 3 users. A red box highlights the entire table, with a blue '5' next to it. The table has columns: 'Username', 'Email Address', 'First Name', 'Last Name', 'SAP Business Network Discovery Contact', 'Role Assigned', 'Customer Assigned', 'AN Access', and 'Actions'. The users listed are:

Username	Email Address	First Name	Last Name	SAP Business Network Discovery Contact	Role Assigned	Customer Assigned	AN Access	Actions	
<input type="checkbox"/>	jdoe@tuliplighting.com	jane.doe@tuliplighting.com	Jane	Doe	No	Outbound	All(1)	Yes	Actions
<input type="checkbox"/>	jane.doe@abccompany.com		Jane	Doe	No	Business Administrator	All(1)	Yes	Actions
<input type="checkbox"/>	john.doe@abccompany.com		John	Doe	No	PROFILE_MGMT_ROLE, +3	All(1)	Yes	Actions

At the bottom of the table are buttons for 'Add to Contact List' and 'Remove from Contact List'. On the right side of the table, there are three icons: a red box highlights the '+' icon (with a blue '6' next to it), a document icon (with a blue '7' next to it), and a table options icon (with a blue '8' next to it).

Getting to the Manage User Tab - Manage Users Information



Users – Create Users/Assign Roles/Assign Customers

After Roles have been created or added as required, **Users** can be created

To Create a User:

1. Click on the **Manage Users** tab
2. Click on the **PLUS** button
3. The Create User Screen is displayed, enter a **User name**

Note: The User name can be the email address of the User or it can be created, however it must be in an email format, for example jane@abc.com

4. Enter the **Email Address** of the User
5. Enter the User's **First Name**
6. Enter the User's **Last Name**

There is no requirement to add information without an Asterisk

7. Scroll down to **Role Assignment**, select the **Role/s** that suits the needs of the Sub-user

Note: Users can be assigned more than one Role

8. Scroll down to **Customer Assignment**, and identify whether the user works specifically on one or more Customers (only customers with a relationship will appear)

9. Click on **Done** (you may get a Confirm Domain message particularly if you have not used the actual email address of the user for the Username, click **Yes**)

10. Click on **Save**

The image illustrates the SAP 'Create User' process through a series of numbered steps (1-10) and red callouts:

- Step 1:** Click on the **Manage Users** tab in the top navigation bar.
- Step 2:** Click on the **PLUS** button in the top right corner of the 'Users (0)' list.
- Step 3:** The 'Create User' screen is displayed. Enter the **User name** (e.g., john.doe@abccompany.com).
- Step 4:** Enter the **Email Address** of the User (e.g., john.doe@abccompany.com).
- Step 5:** Enter the User's **First Name** (e.g., John).
- Step 6:** Enter the User's **Last Name** (e.g., Doe).
- Step 7:** Scroll down to **Role Assignment**, select the **Role/s** that suits the needs of the Sub-user (e.g., Business Administrator, Outbound).
- Step 8:** Scroll down to **Customer Assignment**, and identify whether the user works specifically on one or more Customers (only customers with a relationship will appear).
- Step 9:** Click on **Done** (you may get a Confirm Domain message particularly if you have not used the actual email address of the user for the Username, click **Yes**).
- Step 10:** Click on **Save**.

Additional UI elements shown include a 'CONFIRM DOMAIN' dialog box, a 'Your profile has been successfully updated.' message, and a 'Role Assignment' table with columns for Name and Description. The 'Role Assignment' table shows 'Business Administrator' and 'Outbound' selected. The 'Customer Assignment' table shows 'Assign to Customer:' with 'All Customers' and 'Select Customers' options.



Manage User Deletion and Delete a User

Only the System Administrator can manage roles, add users and control permissions. Even selecting all available permissions will not provide access to the Users section of the SAP Business Network.

Prior to deleting Users from accessing the SAP Business Network, confirm that a retention period has been entered. Retention periods are done in “months”.

To access the Deletion Retention period:

1. Display the Account Settings screen with the Manage Users tab selected
2. **EITHER** – Click on the **Manage User Deletion** tab
Or Click on **More** and select the **Manage User Deletion** from the drop-down list
3. To add or change the retention period, click on **Update Retention Period**
4. Enter a number between 1 and 12
5. Click on **Save**
6. The Retention Period is shown with the date the retention period was modified

A **Green** ribbon indicates that it has been successfully saved, a **Red** ribbon indicates an error, correct and re-save

To Delete a User: (numbers in orange)

1. Display the **Manage Users Tab**
2. Scroll down to the **list of users**
3. Select the **User** you need to delete
4. Click on **Actions**
5. Select **Delete** from the drop-down list
6. The details of the user are shown, click on **OK**

Account Settings

Customer Relationships Users Notifications Account Hierarchy Application Subscriptions Account Registration Account Type Change Log

Manage Roles Manage Users Manage User Authentication Manage User Deletion More...

Users (4)

Enable assignment of orders to users with limited access to SAP Business Network. ⓘ

Filter

Management Options:

- Manage Roles
- ✓ Manage Users
- Manage User Authentication
- Revoked Users
- Manage User Deletion

Retention Period(in months): 1
Last Modified Date: 2 Feb 2024

Update Retention Period

Account Settings

Save Close

Customer Relationships Users Notifications Account Hierarchy Application Subscriptions Account Registration Account Type Change Log

Manage Roles Manage Users Manage User Authentication Manage User Deletion More...

Update Retention Period

UPDATE RETENTION PERIOD

The data of revoked users will be retained for a period that you configure here. After the retention period is over, user data will be deleted permanently from SAP Business Network.

Retention Period(in months): 1

Update Retention Period

Cancel Save

Account Settings

Save Close

✓ Your profile has been successfully updated. ✕

Account Settings

Save Close

Customer Relationships Users Notifications Application Subscriptions Account Registration API management

Manage Roles Manage Users Manage User Authentication

Users (3)

<input type="checkbox"/>	Name	Email Address	First Name	Last Name	Role Assigned	Customer Assigned	AN Access	Actions
<input type="checkbox"/>	Jane23@abccompany.com		Jane	Doe	Purchase Orders	All(0)	Yes	Actions
<input checked="" type="checkbox"/>	doe@abccompany.com		John	Doe	Accounts	All(0)	Yes	Actions

Actions

- Edit
- Delete
- Make Admin

CONFIRM DELETION

You have chosen to delete this user. Please review the organization level notification preferences in the Notifications page. If you click OK, this user will lose access to SAP Business Network.

Selected User Information

Username: Jane23@abccompany.com
Email Address: Jane23@abccompany.com
First Name: Jane
Last Name: Doe
Office Phone:
Assigned Role: Accounts
SAP Business Network Discovery Contact:

Cancel OK

Account Settings

Save Close

Customer Relationships Users Notifications Application Subscriptions Account Registration API management

Manage Roles Manage Users Manage User Authentication

Users (3)

<input checked="" type="checkbox"/>	Name	Email Address	First Name	Last Name	Role Assigned	Customer Assigned	AN Access	Actions
<input checked="" type="checkbox"/>	doe@abccompany.com		John	Doe	Accounts	All(0)	Yes	Actions

Actions

- Edit
- Delete
- Make Admin

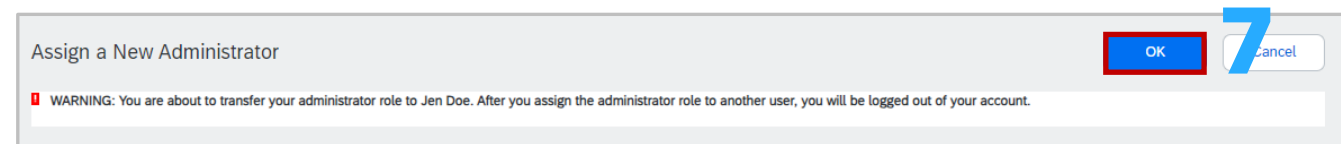
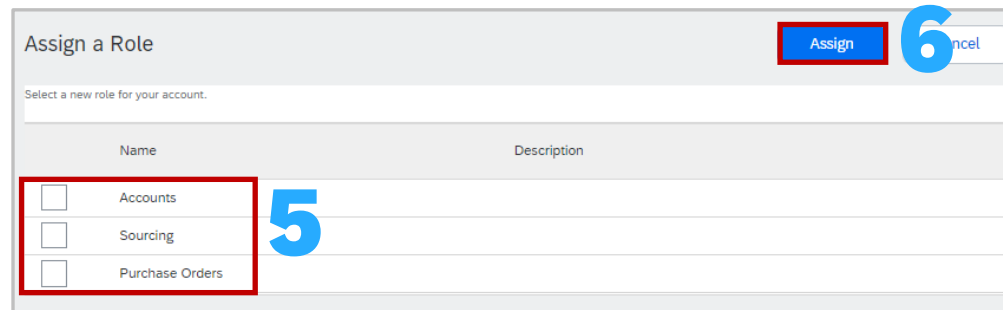
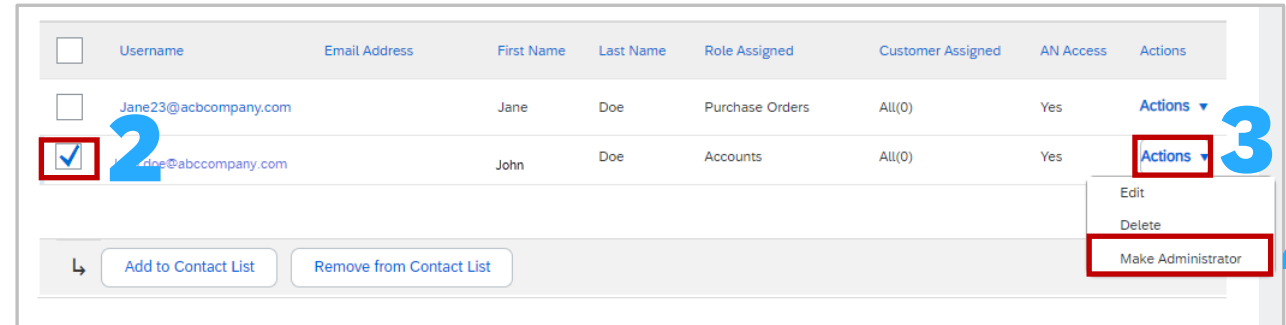
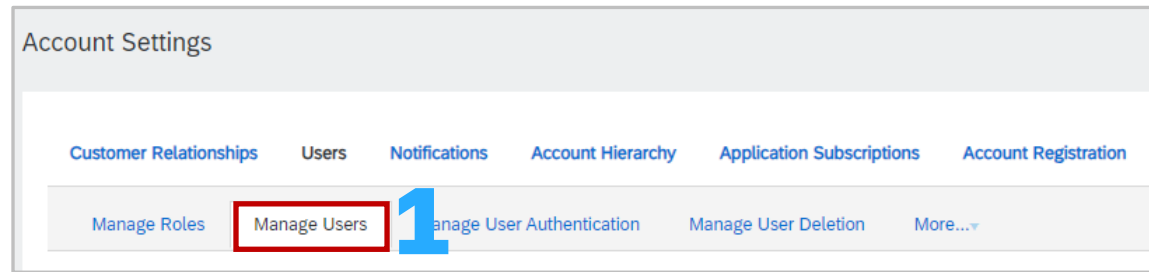


Updating the System Administrator

Where the Administrator is still working in the business but no longer is the designated SAP Business Network System Administrator. Ensure that the new administrator has a Username and Permissions already assigned to an existing role.

1. Display Account Settings and select the **Manage Users** tab
2. Scroll down to **Users** or use filters to search for a specific user, select the **User** that is the new designated administrator
3. Click on **Actions**
4. Select **Make Administrator**
5. Select the **role/s** being assigned to the existing administrator
6. Click on **Assign**
7. A screen message will confirm that the new administrator is being assigned

Note: The new system administrator will receive and email advising they are now the new administrator and the previous system administrator will be logged out, the Username and password remain the same for both the old and new administrators




Ariba Commerce Cloud
You Are Now an Ariba Network Account Administrator.
<https://service.ariba.com/an/p/Ariba/Logo_SAPBusinessNetwork.png>

Ariba Commerce Cloud
Attention: User Account information changes detected
<https://service.ariba.com/an/p/Ariba/Logo_SAPBusinessNetwork.png> User account 5:34 PM

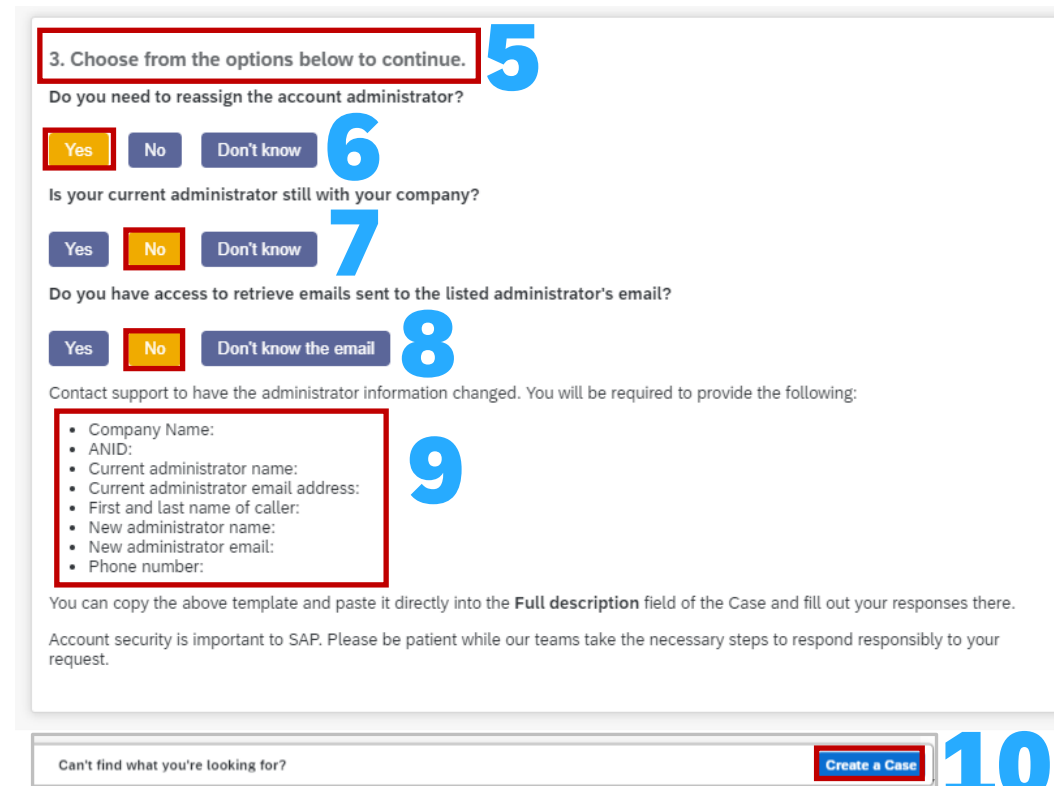
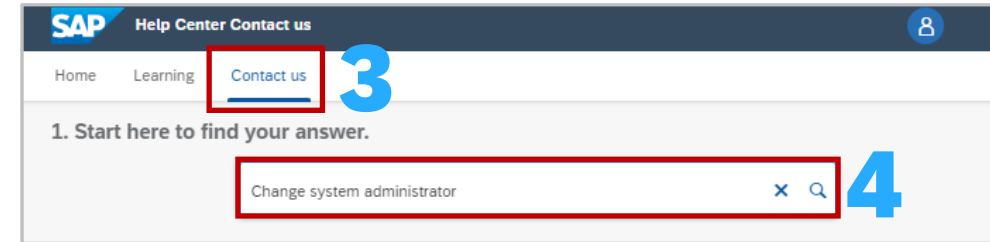
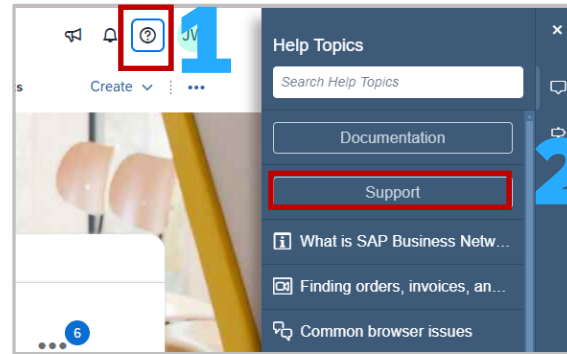


Where the System Administrator has left the business but a sub-user has a username and password, you need to assign a new System Administrator you will need to log a support request. Creating a case while logged in will update the ANID of the account you are using

1. Sign in to the SAP Business Network AND Click on the 
2. Select **Support**
3. The SAP Help Centre Home is displayed and click on **Contact Us**
4. Enter **Change System Administrator**
5. Scroll down to **Choose from the below to continue**
6. Click on **Yes**
7. Click **No**, for the current administrator is still with the business/company
8. Click **No**, that you do not have access to the listed administrator email
9. Ensure you have the information listed
10. Click on **Create a Case** at the bottom of the screen

Refer to [Create a Case](#)

What to do if the System Administrator has Left and you have a username and password





Where the System Administrator has left the business and you need to assign a new System Administrator you will need to log a support request. If you do not have access to the network and no other sub-user has a username or password follow this process.

1. From the **SAP Business Network Sign-in Page** (<http://service.ariba.com>) and click on the **?** in the top corner of the screen
2. Click on **Support**
3. The SAP Help Centre Home is displayed and click on **Contact Us**
4. Click on **Forgot username**
5. Scroll down to **Choose from the below to continue**
6. Click on **Yes**
7. Click **No**, for the current administrator is still with the business/company
8. Click **No**, that you do not have access to the listed administrator email
9. Ensure you have the information listed
10. Click on **Create a Case** at the bottom of the screen

What to do if the System Administrator has Left and you do not have a username and password

1. From the **SAP Business Network Sign-in Page** (<http://service.ariba.com>) and click on the **?** in the top corner of the screen

2. Click on **Support**

3. The SAP Help Centre Home is displayed and click on **Contact Us**

4. Click on **Forgot username**

5. Scroll down to **Choose from the below to continue**

6. Click on **Yes**

7. Click **No**, for the current administrator is still with the business/company

8. Click **No**, that you do not have access to the listed administrator email

9. Ensure you have the information listed

10. Click on **Create a Case** at the bottom of the screen

Refer to [Create a Case](#)

Multi-Factor Authentication

- ❖ Multifactor Authentication increases a business SAP Business Network security
- ❖ Only the System Administrator can manage, update and maintain multifactor authentication processes
- ❖ There are different levels of multifactor authentication that can be attached to specific users or all users of the SAP Business Network, they are:
 - ❖ **Time Allowed to skip multi-factor authentication attempts allowed** – the maximum number of days the user can skip the multifactor authentication setup, the default value is 5 days
 - ❖ **Number of invalid multi-factor authentication attempts allowed** – the maximum number of invalid multifactor authentication attempts that a user can make, the default is 5 attempts. After the number of invalid attempts specified in the field the user account is locked, only the System Administrator can unlock this account
 - ❖ **Retry period for locked out users** – After the number of minutes shown (default 120 minutes) the user account is automatically unlocked and can be reused, if it occurs a second time the default is 240 mins and the user is unlocked after that time. If the User gets locked a 3rd time the user account is locked and only the System Administrator can unlock the account
 - ❖ **Enable the Remember me option** – a user can select this option for multifactor authentication in the one-time password input screen, this opens a Remember Device for selection
 - ❖ **Remember device for** – specifies the maximum number of days the user's device and browser will be remembered, during which they will not be promoted for the multifactor authentication passcode during login, the default is 5 days



User Notifications of Multifactor Authentication Information

When this notification is sent to a User	Notification Text
<p>When you have not set up multi-factor authentication even after you receive an email from your SAP Business Network administrator</p>	<p>Your action is required. This is a reminder to set up Multi-factor authentication which is due in 5 days. Multi-factor authentication is an additional layer of security to prevent unauthorized access to your account and protect the data. This does not affect your log in into SAP Ariba applications. Once you successfully log in with your credentials, you will be shown instructions to set up multi-factor authentication. It is highly recommended that you set up this feature immediately.</p>
<p>When you exhaust the limit set by your SAP Business Network administrator for invalid passcode entries</p>	<p>You have been locked out of your account for providing invalid passcode. Please wait while your account is reactivated. You may also reach out to your administrator and request your account to be unlocked.</p>
<p>When: Your SAP Business Network administrator has reset multi-factor authentication for your user account.</p> <p>You have requested a reset of multi-factor authentication for your user account.</p>	<p>Multi-factor authentication has been reset and a new security code has been generated for you. Once you successfully log in with your credentials, you will be shown instructions to set up multi-factor authentication. It is highly recommended that you set up this feature immediately</p>



Enable Multifactor Authentication for Login - Users

Only the System Administrator can enable Multifactor Authentication requirements

With Multifactor Authentication enabled for login, users are required to perform the two-step verification process to log in to the SAP Business Network

To enable multifactor authentication for login:

1. Select the **Manage User Authentication** tab
2. Select the box **Require multi-factor authentication for login**
3. Click on **Yes** in the dialogue box
4. Select the users by checking the boxes against their names from the table or the box in the blue ribbon as it will select **ALL** users
5. Click on **Apply**
6. Click on **Save**

Note: If you do not select specific Users none of the Users in your business will be enabled for multifactor authentication

To **Disable Multi-Factor Authentication**, select the box with a tick, a dialogue box will indicate you are disabling the multifactor authentication at login, click **Yes**

Account Settings

Customer Relationships Users Notifications Application Subscriptions Account Registration API management

Manage Roles Manage Users Manage User Authentication 1

Multi-factor Authentication User Setup (1)

Require multi-factor authentication for critical fields

Require multi-factor authentication for login 2

[Configure multi-factor authentication settings](#)

<input type="checkbox"/> 4	Account Status	Username	Email Address	First Name	Last Name	Role Assigned
<input type="checkbox"/>		jdoe@tuliplighting.com	jane.doe@tuliplighting.com	Jane	Doe	Accounts

MULTIFACTOR AUTHENTICATION AT LOGIN

You are enabling multi-factor authentication for login. This does not affect login immediately. Are you sure you want to continue?

Yes 3 No

Multi-factor Authentication User Setup (10)

Require multi-factor authentication for critical fields

Require multi-factor authentication for login

[Configure multi-factor authentication settings](#)

Filters

Users (You can only search on one attribute at a time)

Username

Apply 5 Reset

Save 6 Close



Users – Enable Multifactor Authentication for Critical Fields

Only the System Administrator can enable Multifactor Authentication requirements

With Multifactor Authentication enabled for login, users are required to perform the two-step verification process to log in to the SAP Business Network

To enable multifactor authentication for login:

1. Select the **Manage User Authentication** tab
2. Select the box **Require multi-factor authentication for critical fields**
3. Click on **Yes** in the dialogue box
4. Select the users by checking the boxes against their names from the table or the box in the blue ribbon as it will select **ALL** users
5. Click on **Apply**
6. Click on **Save**

Note: If you do not select specific Users none of the Users in your business will be enabled for multifactor authentication

To **Disable Multi-Factor Authentication**, select the box with a tick, a dialogue box will indicate you are disabling the multifactor authentication at login, click **Yes**

The screenshot shows the SAP Account Settings interface. The 'Manage User Authentication' tab is selected and highlighted with a red box and a blue '1'. Below it, the 'Multi-factor Authentication User Setup (1)' section has the checkbox 'Require multi-factor authentication for critical fields' selected with a red box and a blue '2'. A confirmation dialog box titled 'CHANGE AUTHENTICATION' is displayed, asking 'You are enabling multi-factor authentication for critical field updates. Multi-factor authentication is required for access to secure sections of the site, but does not affect login. Are you sure you want to continue?' with 'Yes' and 'No' buttons. The 'Yes' button is highlighted with a red box and a blue '3'. Below the dialog, the 'Multi-factor Authentication User Setup (10)' section shows the 'Require multi-factor authentication for critical fields' checkbox checked with a blue checkmark. The 'Apply' button is highlighted with a red box and a blue '5'. A table of users is visible with checkboxes in the first column, one of which is highlighted with a red box and a blue '4'.

<input type="checkbox"/>	Account Status	Username	Email Address	First Name	Last Name	Role Assigned
<input type="checkbox"/>		jdoe@tuliplighting.com	jane.doe@tuliplighting.com	Jane	Doe	Accounts

Multifactor Authentication settings can be configured to provide parameters for login functionality and other options supporting greater security

To configure multifactor authentication settings:

1. Click on **the Manage User Authentication tab**
2. Select the users by checking the boxes against their names from the table or the box in the blue ribbon as it will select **ALL** users
3. Click on Configure multi-factor authentication settings, the window opens
4. Select the required option/s and update (if required):
 - ❖ **Time Allowed to skip multi-factor authentication attempts allowed**
 - ❖ **Number of invalid multi-factor authentication attempts Retry period for locked out users**
 - ❖ **Enable the Remember me option**
 - ❖ **Remember device for**
5. After selecting and/or updating multifactor authentication information, click on **Save**
6. Click on **Save** to exit the screen

Note: Click on the ⓘ to get further information on what the field means

The screenshot shows the 'Account Settings' page with the 'Manage User Authentication' tab selected. A red box highlights the 'Manage User Authentication' tab (1). Below it, the 'Multi-factor Authentication User Setup (1)' section has a red box around the 'Require multi-factor authentication for login' checkbox (3). At the bottom, a table lists users with checkboxes in the first column (2).

<input type="checkbox"/>	Account Status	Username	Email Address	First Name	Last Name	Role Assigned
<input type="checkbox"/>		jdoo@tuliplighting.com	jane.doe@tuliplighting.com	Jane	Doe	Accounts

The screenshot shows the 'Configure Multi-factor Authentication Settings' dialog box. A red box highlights the entire configuration area (4). The settings are as follows:

Time allowed to skip multi-factor authentication setup:	5	days	ⓘ
Number of invalid multi-factor authentication attempts allowed :	5		ⓘ
Retry period for locked out users :	120	minutes	ⓘ
Enable the Remember me option :	<input checked="" type="checkbox"/>		ⓘ
Remember device for :		days	ⓘ

Test Accounts

- ❖ Only the System Administrator can create the test account and use the Switch to Test ID selection, users must be added as users
- ❖ The same credentials cannot be used to access the Test and Production account
- ❖ For Suppliers that will be integrating, a Test Account will be needed to ensure documents are flowing correctly from your ordering system or ERP through Ariba and to your Buyer
- ❖ Roles, Users and Permissions must be created for users in the test environment as their production account will not give them access unless a specific test log in is created
- ❖ Your Test account should be configured to match your Production account. This will ensure the testing results are consistent with what will result in Production
- ❖ The Network will always display which mode you are logged into, (Production or Test). Your Test account ID has the suffix “-T” appended to your SAP Business Network ID (ANID)



The **System Administrator** is the only User with the Option to Switch to the Test Account

- ❖ The System Administrator will need to create Test Account User ID's before users can access Test.

To Create a **Test Account**:

1. Click on your initials in the top right corner
2. Select **Switch to Test Account**
3. Click **OK** when the SAP Business Network displays a warning indicating You are about to switch to Test Mode.

Note: A Test Admin Username will be autogenerated, the System Administrator can either use this or create a new one, it cannot be the same as the login for the Production Account

4. Create a **Username**
5. Create a **Password**
6. Re-enter the password into **Confirm Password**
7. Click **OK**

You will be transferred to your test account. Your Test account should be configured to match your Production account. This will ensure the testing results are consistent with what will result in Production.

Test Mode will be displayed in Red at the top of the screen to identify you are working in a Test account

Test Account Creation

The image shows three screenshots of the SAP Business Network interface illustrating the steps to create a test account:

- Step 1:** A user profile dropdown menu for Jane Doe (jane.doe@abccompany) is shown. The 'Switch to Test Account' option is highlighted with a red box and a blue '1' next to it. A red box also highlights the user initials 'JW' in the top right corner of the page.
- Step 2:** A 'Changing Account Mode' dialog box is displayed. It contains the text: 'When you change account mode, you log out of your SAP Business Network account in Production Mode and login to your account in Test Mode. To remain in Production Mode and save changes, click Cancel. To continue logging into your account in Test Mode, click OK.' The 'OK' button is highlighted with a red box and a blue '3' next to it.
- Step 3:** The SAP Business Network header is shown with 'TEST MODE' displayed in a red box next to the 'Enterprise Account' label. Below the header, navigation links for Home, Enablement, Discovery, Workbench, and Orders are visible.
- Step 4:** A 'Create Test Account' dialog box is shown. It contains the text: 'You are about to create a new account in the Test Mode. The trading relationship with the buyer test and development account will be automatically established. This applies to all existing buyer account relationships and also once a new trading relationship is [More](#)'. There are three input fields: 'Username:*' (containing 'test-admin@ Name of Supplier'), 'Password:*', and 'Confirm Password:*'. Each input field is highlighted with a red box. A large blue '4' is positioned to the right of the Username field, a blue '5' is to the right of the Password field, and a blue '6' is to the right of the Confirm Password field.

Auto-Invoice Against Goods Receipts (GRN)

- ❖ The Automatic Invoice Creation process authorizes the Buyer to use the SAP Business Network functionality to create and submit invoices based on the receipts generated by the Buyer
- ❖ Each time the SAP Business Network receives a receipt that applies to a single order from the Buyer, the system will use the information from the receipt and the corresponding order to automatically create and submit an Invoice
- ❖ When using this process the information entered into the Purchase Order and then confirmed is the document that the invoice is created from
- ❖ Only Buyers who use Automatic Invoice Creation will have an Actions button available and Automatic Invoice Creation a selection
- ❖ When the Automatic Invoice Creation has been triggered the Response Status will be either Rejected (not active) or Accepted (active)
- ❖ A Supplier can change the response at any time however be aware that receipts prior to changing will be automatically created



Activate Goods Receipt Notice (GRN) Process and Information

To request consent from your Buyer that they agree to participate in this process

Open the [Customer Relationships](#) screen

1. Click on the **Automatic Invoice Creation Acceptance** tab

❖ **Note:** If the Automatic Invoice Creation tab is not displayed, click on More. If it is not available for selection it indicates this is not a process your Buyer/s use

2. Click on **Actions**
3. Select **Confirm Automatic Invoice Creation**
4. Click **Yes**
5. Agree to the terms and conditions by clicking in the box
6. Click **OK**
7. Click on **Close** to exit the screen

Note: To turn the Auto-invoice process off select No in step 3

The screenshot illustrates the process of activating Goods Receipt Notice (GRN) in SAP. It is divided into seven numbered steps:

- Step 1:** In the 'Account Settings' screen, the 'Automatic Invoice Creation Acceptance' tab is selected.
- Step 2:** The 'Actions' button is clicked.
- Step 3:** The 'Confirm Automatic Invoice Creation' option is selected from the actions menu.
- Step 4:** The 'Yes' radio button is selected in the 'Confirm Automatic Invoice Creation' dialog.
- Step 5:** The checkbox for 'By selecting Yes, my company authorizes Ariba, using the Ariba Network functionality, to automatically create and submit invoices based on receipts sent by' is checked.
- Step 6:** The 'OK' button is clicked.
- Step 7:** The 'Close' button is clicked to exit the screen.

Customer Relationships

Suppliers may receive requests from other businesses to create a relationship

To manage Customer Relationships:

Open the [Customer Relationships](#) screen

1. Select **Current Relationships**
2. Identify and select whether you wish to accept new customer relationships either **Automatically** or **Manually**
3. Click **Update**

The Tabs indicate how many customers are:

- ❖ Current
- ❖ Pending
- ❖ Rejected
- ❖ My Groups

Review, update and confirm customer relationships as required

The screenshots show the 'Account Settings' window with the 'Customer Relationships' tab active. The top screenshot highlights the 'Current Relationships' tab (1) and the radio button options for accepting relationship requests (2). The bottom screenshot shows the 'Manually review all relationship requests' option selected and the 'Update' button highlighted (3).

To Manage Potential Customer Relationships:

1. Select **Potential Relationships**
2. Click on **View Project** next to the relationship you wish to view
3. Review the information on the **Relationship Details Tab**, enter information into all fields with an asterisks
4. Click on **Next**
5. Review the information on the **Profile Details** tab
6. Click on **Submit**

Account Settings Close

Customer Relationships Notifications

Current Relationships Potential Relationships Numbering Preferences More...▼

View the list of buying organizations that are currently accepting relationship requests from qualified suppliers and view the project details.

Project Details Page 1 ▾ »

Buying Organization	Project Name	Date Posted	My Response Status	Date Submitted	Action
Name of Buyer	Name of Project	7 Sep 2020			View Project
Name of Buyer	Name of Project	30 May 2009			View Project

Supplier Self-Nomination Next Exit

1 Relationship Details 2 Profile Details 3 Buying Organization

Name: Project Details

Address: Project Name:
Date Created:
Description:

Relationship Request

Buying organization is already a customer: Yes ⓘ No

Location of the Buying Organization or Division: ⓘ

Supplier Self-Nomination Previous Submit 6 Save as Draft Exit

1 Relationship Details 2 Profile Details 5 Buying Organization

Name: Project Details

Address: Project Name:
Date Created:
Description:

Project Response

Suppliers can group their customers into defined groups

To do this:

Open the [Customer Relationships](#) screen

1. Select **Current Relationships**
2. Select the **My Groups** tab
3. Click **Create**
4. Enter the Name of the group you wish to create
5. Enter a Description of the group
6. Click in the box next to the Buyer/s you wish to add to this group
7. Click on Add, the names of the Buyers will appear under Members
8. Once all members have been added click on **Submit**, the name of the group is displayed

To create more groups, repeat this process

The screenshot illustrates the 'Account Settings' interface with the following elements:

- Account Settings** window with a **Close** button.
- Customer Relationships** and **Notifications** tabs.
- Sub-tabs: **Current Relationships** (highlighted with a red box and blue '1'), **Potential Relationships**, **Numbering Preferences**, and **More...**
- Summary bar: **Current (12)**, **Pending (0)**, **Rejected (0)**, and **My Groups (1)** (highlighted with a red box and blue '2').
- My Groups** section with a **Create** button (highlighted with a red box and blue '3').
- Customer Group** modal window:
 - Name:** Retail Customers (highlighted with a red box and blue '4')
 - Description:** Direct To Store (highlighted with a red box and blue '5')
 - Members** section with a **Remove** button.
 - Select members** section with a checked checkbox next to a **Name of Buyer** (highlighted with a red box and blue '6') and an **Add** button (highlighted with a red box and blue '7').
 - Submit** button (highlighted with a red box and blue '8') and **Cancel** button.

Archiving Invoicing



Invoice Archival Process

Configuring invoice Archiving allows you to specify the frequency, immediacy and delivery of zipped invoice archives

Suppliers can determine the frequency that invoices can be archived by choosing either Twice Daily, Daily, Weekly, Biweekly or Monthly

To do this:

Open the [Electronic Invoice Routing](#) screen

1. Select **Tax Invoicing and Archiving**
2. Scroll down to Invoice Archival, click on **Configure Invoice Archival**
3. Select the **Frequency**

Note: Select Archive Immediately if required, after Archive Immediately starts you can either Stop it or Update the frequency as required

4. Click on **Start**
5. Determine the **Send Requirement:**
 - ❖ Click on **Send Archived invoice files to the pending queue for download**
 - OR**
 - ❖ Click on **Send archived invoice files to the Archive Delivery URL**, then enter the **Archive Delivery URL**
6. Click on **Save Delivery Option**
7. Click on **Save**

Network Settings

Electronic Order Routing Electronic Invoice Routing Accelerated Payments Settlement

General **Tax Invoicing and Archiving** 1

Invoice Archival

Ariba Network can archive your invoices in zip format. The zip files are not included in the Data Retention service and are deleted after three months. Specify how often you want Ariba Network to archive your invoices. Based on the option you have selected, Ariba Network automatically waits for a 30-day period to collect all the corresponding invoice details before it can start archiving your invoices. If you do not want Ariba Network to wait for a 30-day period, then additionally select the Archive Immediately check box. You can download archived invoices from the Outbox > Archived Invoices page.

Configure Invoice Archival 2

Invoice Archival Save Close 7

Ariba Network can archive your invoices in zip format. The zip files are not included in the Data Retention service and are deleted after three months. Specify how often you want Ariba Network to archive your invoices. Based on the option you have selected, Ariba Network automatically waits for a 30-day period to collect all the corresponding invoice details before it can start archiving your invoices. If you do not want Ariba Network to wait for a 30-day period, then additionally select the Archive Immediately check box. You can download archived invoices from the Outbox > Archived Invoices page.

3

Twice Daily
 Daily
 Weekly
 Every Two Weeks
 Monthly

Archiving Start Time: 0 AM : | CTT ⓘ

Archive Immediately **4** → Archive Immediately

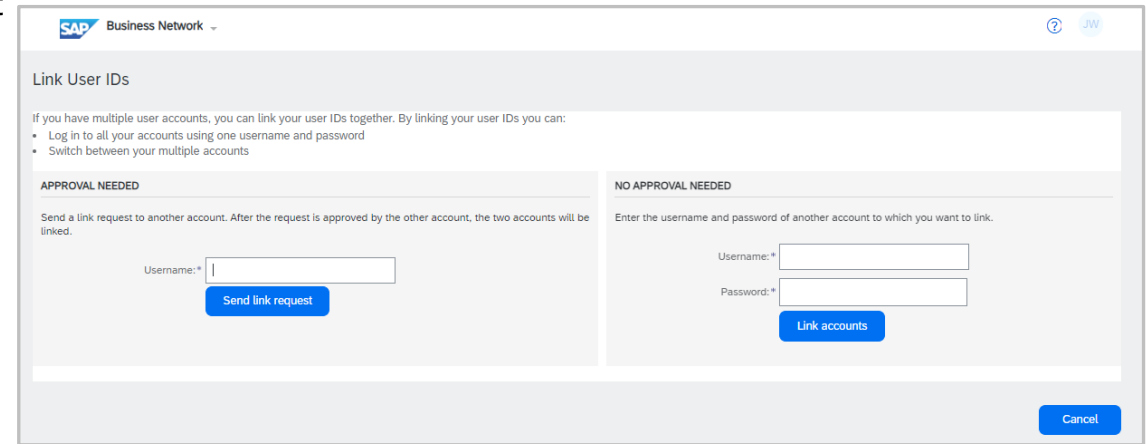
5 Send archived invoice files to the pending queue for download.
 Send archived invoice files to the Archive Delivery URL.

Archive Delivery URL: _____

Save Delivery Option 6

Linking User ID's

- ❖ A production account User ID can not be connected with a Test Account User ID
- ❖ There is no option to un-link a linked user id, only the System Administrator can delete the User Name from the Manage Users section in the native account, however it will not be removed from the switch account section on the linked account
- ❖ All Users have link User IDs in their Account Settings by default
- ❖ There are two options:
 - ❖ Approval Needed
 - ❖ No Approval Needed
- ❖ You cannot link a test account to a Production Account
- ❖ When a user uses the **Approval Needed** option and sends a link request from the user account to the account administrator, the user will see whether the request is successful or not right away
- ❖ The account administrator will receive an email notification for the request to take action
- ❖ While the user's request is pending, they will be able to see the pending request in the supplier account and will have a chance to cancel the request if necessary
- ❖ The supplier account administrator will log in to the Ariba account, open Account Settings -> Link User IDs -> locate Received Link Requests -> click on the Actions dropdown to approve or decline the request
- ❖ When you use the **No Approval Needed** option, enter your user ID and password for another account, the linkage will occur momentarily





Linking User Id's

When you link user IDs from between two accounts, both will inherit already linked user IDs prior to this linkage

Once accounts are linked, you can log in to any one of them and switch to the other/s

Link User Id's to access more than one account without having to log out of one to log into another account you have credentials for

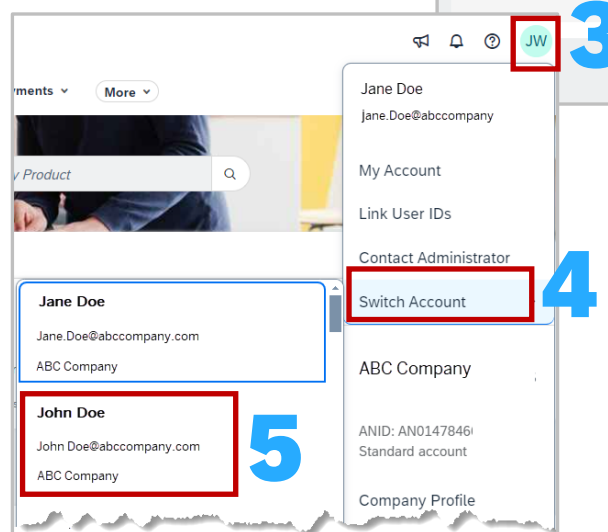
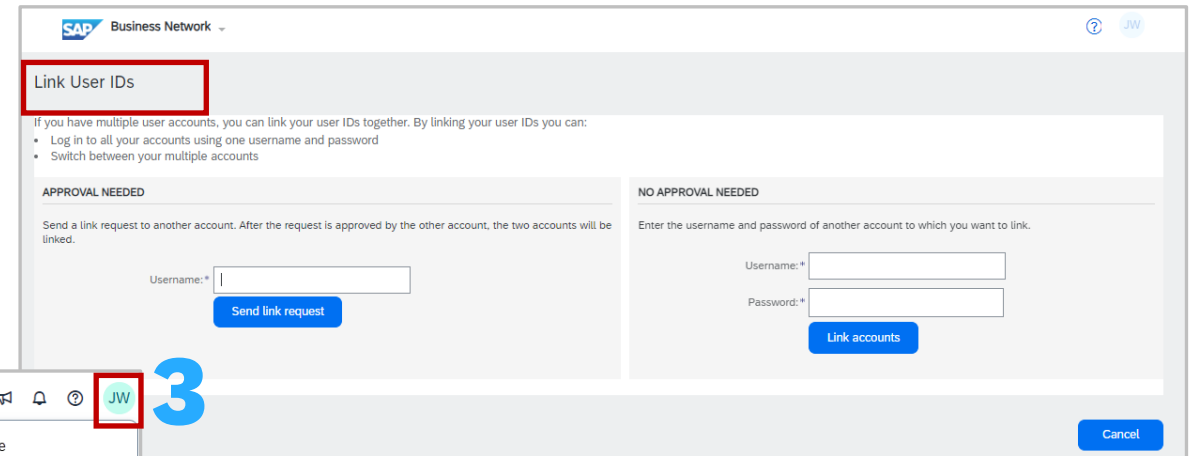
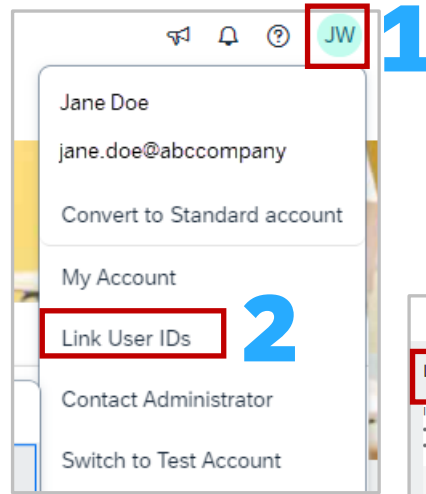
To do this:

1. Sign in to the SAP Business Network and click on **the initials at the top of the screen**
2. Select **Link User ID's**

Note: There are two options for Link User ID's. **Approval Needed** is used when you don't have a specific login for another account **No Approval Needed** is when you have a log in for the other account.

To accessed linked accounts:

3. Click on your **Initials**
4. Select **Switch Account**
5. Select the Account to switch to in the drop down list



Setting Up an Account Hierarchy

- ❖ An Account Hierarchy is used for multiple SAP Business Network accounts
- ❖ The Account Hierarchy Administration and Child Account Access permissions enable users to automatically sign on to a child account without having to enter a username and password
- ❖ Account Hierarchy and Link User IDs are two separate processes – Link User ID's can be actioned by all users, however only the System Administrator can define parent and child accounts
- ❖ Creating an Account Hierarchy makes it easier to manage by reducing the maintenance required to update duplicated accounts (where the profiles are synced)
- ❖ The Account Administrator has the permission's to create a hierarchy, however, users can send a request to the parent account administrator to approve the creation of a parent-child hierarchy. Send a request to the parent administrator and add a child account to the parent account on their own but a user cannot have any visibility to or awareness of their existing account hierarchy
- ❖ Account Hierarchy is a pre-requisite for a Multi-Org consolidation within a supplier account
- ❖ Multi-Org Consolidation is for Billing Purposes
- ❖ An Account Hierarchy is not available to create between production and test accounts

- ❖ The Administrator of the parent account can unlink accounts, unlink company profiles and sign onto child accounts and back to the parent account by default
- ❖ As the administrator of a parent account, you can automatically sign on to a child account
- ❖ You can create an account hierarchy between an Enterprise account (parent) and a Standard Account (child) and visa versa
- ❖ However, the parent account type is dominant when the account profiles are linked.
- ❖ The administrator of the parent account **CAN:**
 - ❖ Log in to the child account
 - ❖ Change the setting on the child account and complete the company profile
 - ❖ Publish catalogs
 - ❖ Check the status of any subscription or transaction fees
- ❖ The administrator of a parent account **CANNOT:**
 - ❖ View buyers on the Child account
 - ❖ Create any documents (PO confirmation, Ship Notices, Invoices)
 - ❖ Run Reports

- ❖ Manage links to Child Accounts and sign on to Child Accounts to manage SAP Business Network processes
- ❖ The Account Hierarchy Administration permission allows users to manage links to child accounts and sign on to child accounts without a username and password
- ❖ The Child Account Access permission enables a user to sign on to child accounts
- ❖ The Account Hierarchy Administration permission allows a user to manage links to child accounts and sign on to child accounts without a username and password
- ❖ Other users can also sign on to child accounts, but require the Child Account Access permission to sign on to child accounts
- ❖ Administrators can control the visibility of accounts to potential business partners
- ❖ By default, both the parent and child accounts are visible to potential business partners when they perform a search for you on SAP URL Business Network using Allow buyer organizations to search this account setting. When this setting is enabled, business partners can search for both parent and child accounts on SAP URL Business Network. When this setting is unchecked, business partners can search and view only the parent accounts on SAP URL Business Network
- ❖ The administrator for a parent account can work with SAP Business Network Help Centre to manage services for child accounts.
- ❖ This includes subscribing to, updating, renewing, and cancelling services on behalf of the child accounts
- ❖ If an administrator chooses to align subscription terms for multiple child accounts, and one or more of the child accounts have already subscribed to services on their own, the SAP URL Business Network Customer Support team cancels the existing subscriptions and begins a new subscription on the date specified by the parent account administrator

- ❖ Manage links to Child Accounts and sign on to Child Accounts to manage SAP URL Business Network services
- ❖ The administrator of the Child account can unlink accounts by default
- ❖ A child account administrator cannot link or unlink account profiles whether the accounts are synchronized or unsynchronized
- ❖ If you choose to link company profiles while establishing a parent-child hierarchy:
 - ❖ The administrator of the Child account **CAN** log into the child account and take the following actions:
 - ❖ In the Account Hierarchy section
 - ❖ View parent account information
 - ❖ View parent account users name and username In the Settings
 - ❖ Change notifications in the Settings
 - ❖ Change electronic order routing and invoice routing
 - ❖ View buyers on the Child account
 - ❖ Create roles, users, and remittance info in the Settings In the Company Profile
 - ❖ Change or add certifications to the Company Profile
 - ❖ Add documents to the Additional Documents in the Company Profile
 - ❖ The administrator of the Child account **CAN NOT** take the following actions:
 - ❖ Change Basic, Business, and Marketing information and Contacts in the Company Profile because they are greyed out

- ❖ The SAP Business Network offers invoice consolidation and synchronization for customers with several accounts
- ❖ When the parent account administrator creates a parent-child hierarchy, it does NOT automatically translate into a consolidated billing
- ❖ After the administrator creates a hierarchy, they need to submit a Customer Support ticket to consolidate the billing. In other words, the parent account administrator needs to make sure they have set up a parent-child hierarchy before filing a Support ticket
- ❖ The accounts continue to transact as they are today in a multi-org but the billing will be consolidated onto one invoice while they are separated by child account/s and their relationships
- ❖ The parent account determines the fee currency
- ❖ The transaction currency is defined by the child account preferences/location
- ❖ Fees will be invoiced only to the parent account with the payment cycle synchronized for the entire group
- ❖ The parent account will receive one single invoice every three months for all customer relationships and for all linked accounts
- ❖ This consolidation is related only to invoices issued by SAP Business Network to the supplier, the business operations of each account are still independent
- ❖ A Multi-Org is **NOT**: -
 - ❖ A way to merge accounts
 - ❖ A way to get a discount on Transaction Fees



Setting Up an Account Hierarchy

Only the System Administrator and sub-users with the applicable permissions can access the Account Hierarchy process.

When linking accounts it must be a System Administration Account you cannot link sub-user account to an account Hierarchy, refer to Link Account process to access sub-accounts – Refer to [Linking User IDs](#)

Sign in to the SAP Business Network:

1. Click on the **initials** at the top of the page
2. Select **Settings**
3. Select **Account Hierarchy**

Note: You may get a system message identifying that there are other accounts that match your company profile, Refer to [Reviewing Existing Account](#)

4. Click on **Link Accounts**
5. The Link Account Screen is displayed you have two options:
6. If you are **not** the System Administrator of the account you wish to add to the Account Hierarchy, click on **Request link with Other Accounts**
7. If you **are** the System Administrator for the account you wish to link to, enter the Username of the other account and the Password for the other account, then click on Link Accounts
8. Click on **Link Accounts**, respond to system message

The screenshot shows the SAP Business Network interface for an Enterprise Account. The user profile dropdown (1) is open, showing the user's name and email, and the 'Settings' option (2) is selected. The 'Account Hierarchy' option (3) is highlighted in the settings menu. The 'Account Settings' page shows the 'Account Hierarchy' tab selected, and the 'Link Accounts' button (4) is highlighted. The 'Link Account' screen (5) is displayed, showing two options: 'Request link with other accounts' (6) and 'Link Accounts' (8). The 'Request link with other accounts' screen shows fields for Username (7) and Password (8), and a 'Link Accounts' button (8).



Reviewing Existing Accounts

From the Account Hierarchy Account Settings screen, all of the accounts are associated with the business information entered during the registration process.

The Actions column provides access to a particular account or information about the account such as the account is expired.

Display the Account Setting Screen

1. Select **Account Hierarchy**
2. Click on **“Click here to view details”**

The screen displays a list of the accounts

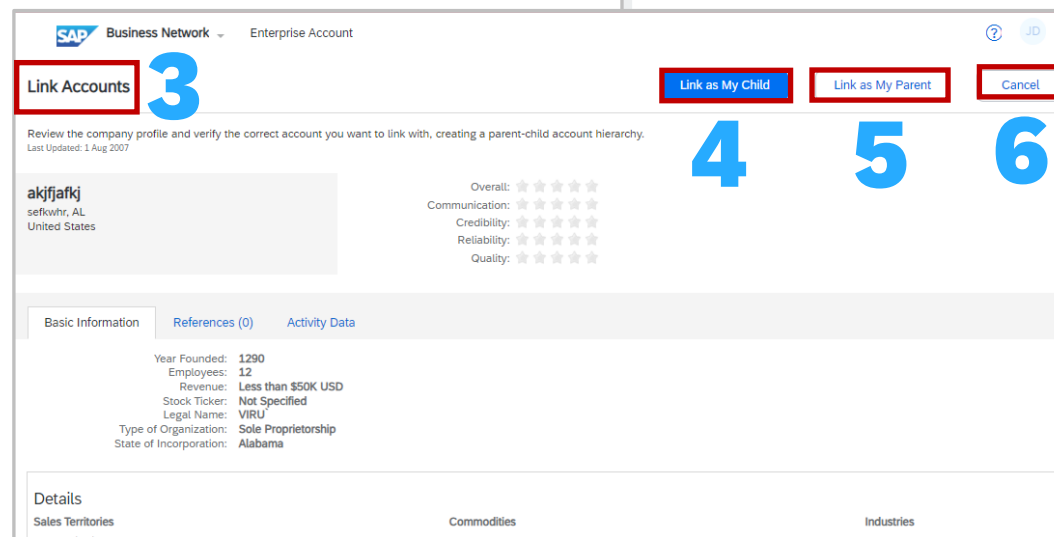
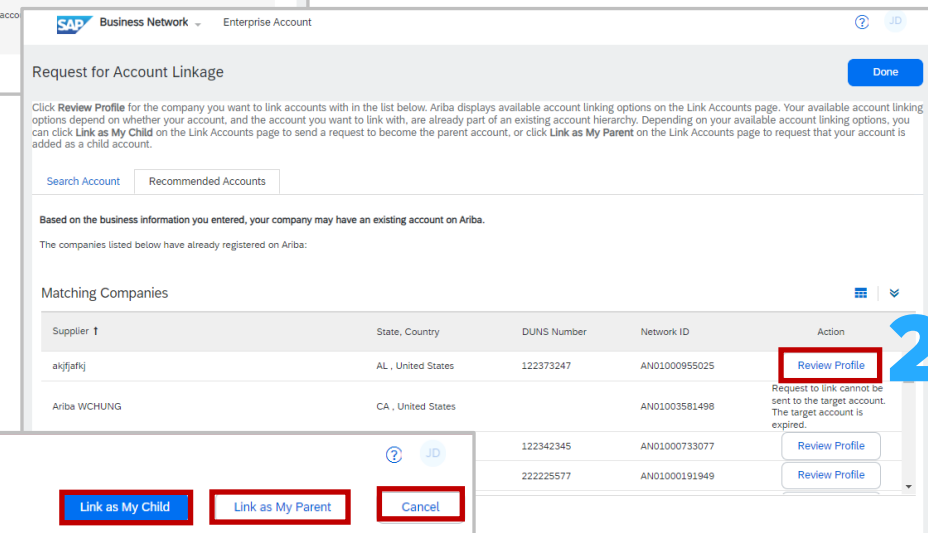
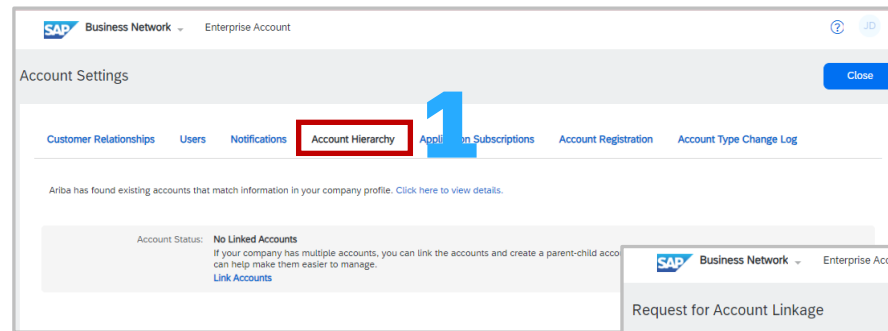
3. To review a profile, click on the **Review Profile** under the **Action** column

The Account information is displayed

4. If you wish to link this account as a **Child** click on **Link as My Child**
5. If you wish to link this account and make it a **Parent** Account, click on **Link as My Parent**
6. To exit click on **Cancel**

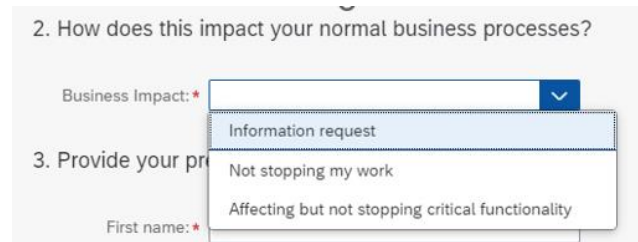
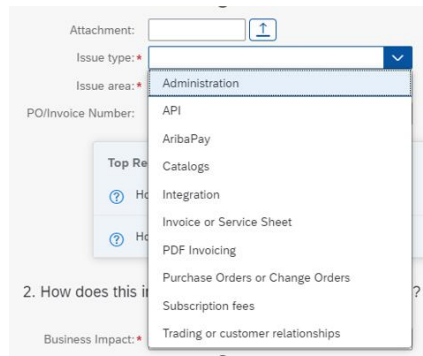
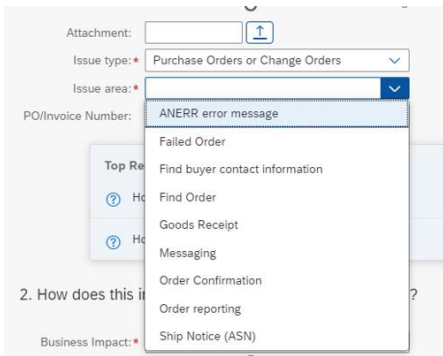
The screen displays the Request for Account Linkage

7. Continue to review as required



Logging a Support Request (SR)

- ❖ Create a case when there is an issue that cannot be rectified
- ❖ Suppliers that use Supply Chain Collaboration processes such as scheduling, forecasting or quality (to name a few) should indicate that their issue is related to a Supply Chain Collaboration Account
- ❖ All fields with Asterisks must be completed and you will not be able to progress to the next step while there is a field not completed
- ❖ All Cases submitted will be displayed under the Contact Us tab in the SAP Help Center
- ❖ Suppliers do not need to Sign in to the SAP Business Network to access the SAP Help Center
- ❖ Ensure that the correct information is selected from drop-down list





- ❖ When entering the phone number select the Country code first

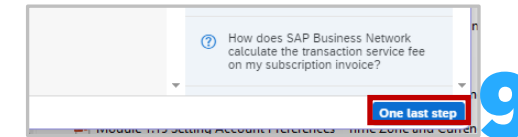
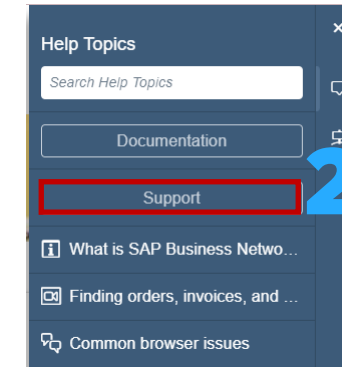
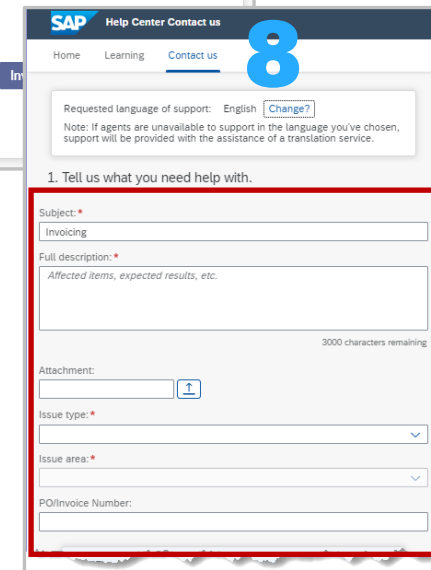
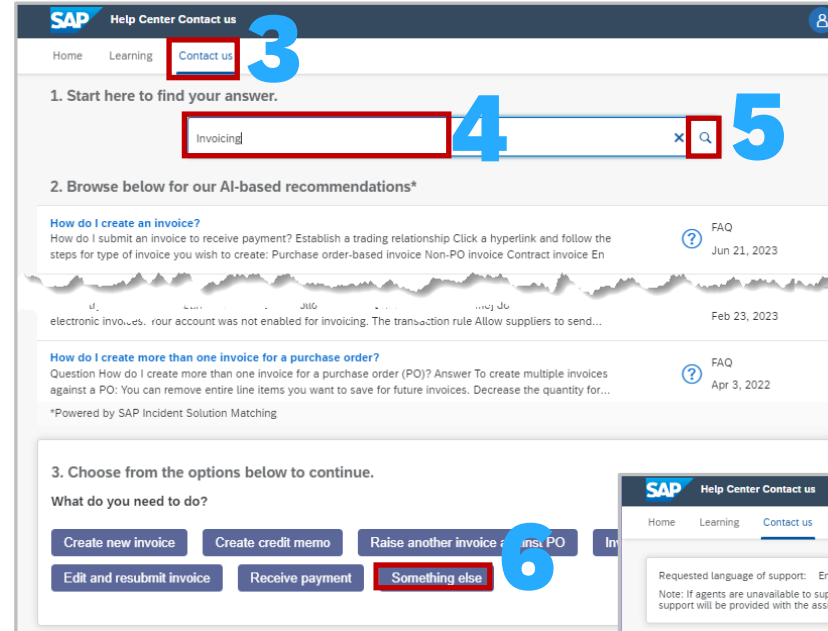
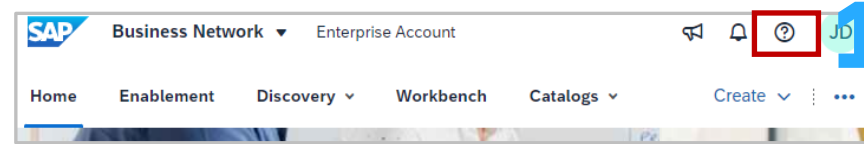




Create a case when you are unable to identify how to rectify an issue or query.

Sign into you SAP Business Network

1. Click on the 
2. The Help Topics pane is shown, select **Support**
3. The Help Centre Home page is displayed, click on **Contact Us**
4. Enter what information you require
5. Click on 
6. Identify if any of the AI information shown provides an answer, however, to create a case click on **Something Else**
7. Click on **Create a Case** (bottom right of the screen)
8. Complete all fields with Asterisks and select the correct information from the drop-down lists
9. then click on **One Last Step** (bottom right of the screen)
10. Select the radio button of the preferred contact option, then click on **Submit**



Create a Case



Create a Case without Signing in

Display the SAP Business Network Supplier Sign-In screen

1. Click on the **Question Mark**
2. Select **Support**
3. Click on the Link
4. Respond to the **Legal Disclaimer for Links**, clicking on **Agreed and Proceed** implies accept acceptance of the Disclaimer. Clicking on **Disagree** will close options to continue
5. Click on **Contact** to open the Help Centre Home page

All Options will be displayed, select the option that meets your needs, and use **Something Else** to generate other options

Refer to [Create a Case](#) to complete the form to gain assistance

Note that anything with an Asterisks must be completed.

The composite image illustrates the process of creating a case without signing in. It features four main screenshots:

- SAP Business Network Supplier Sign-In:** Shows the sign-in form with a 'Next' button and a 'Learn More' button. A red box highlights a question mark icon in the top right corner, labeled with a blue '1'.
- Help Topics Sidebar:** Shows a sidebar with a search bar and a 'Documentation' button. A red box highlights the 'Support' option, labeled with a blue '2'. Below it, a red box highlights a support URL link, labeled with a blue '3'.
- Legal Disclaimer for Links:** Shows a page with a title 'Legal Disclaimer for Links' and a section 'About the icons:'. It contains a list of links with icons and a 'Disagree' button. A red box highlights the 'Disagree' button.
- Help Center Contact us:** Shows a page with a title 'Help Center Contact us' and a 'Log in' button. A red box highlights the 'Log in' button.

Permissions, Seller Dashboard, General Terms and Glossary



Account Permissions

- The below shows role permissions, their line of Business usage and a brief description (where available)
- The following table provides users with information about the tab, field or selection option:

Permissions	Area	Description/Use	Permissions	Area	Description/Use
API Development Access	<i>API / Integration</i>	Access to API development using the SAP URL Business Network developer portal	Purchase Order Report Administration	<i>Reporting</i>	Access to Reporting, Purchase Order and Order Summary report types
Account Hierarchy Administration	<i>Account Administration</i>	Manage your accounts to link and sign on to a child account	Service Sheet Report Administration	<i>Reporting</i>	Access to Reporting and Service Sheet Report types
Child Account Access	<i>Account Administration</i>	Sign on to access a child account	Tax Book Report Administration	<i>Reporting</i>	Access to Reporting, and Tax Book Report type
Order Assignment for Users with Limited Access	<i>Account Administration</i>	User can assign an order to a user with limited access to SAP Business Network Network	Time Sheet Report Administration	<i>Reporting</i>	Access to Reporting, and Time Sheet Report type
Contact Administration	<i>Account Administration</i>	Maintain information for account contact personnel	Supplier Discount Management Program Administrator	<i>Account Administration</i>	Access to discount program offers and the definition of early payment requests
Goods Receipt Report Administration	<i>Reporting</i>	Access to Reporting, and Goods Receipt report type	Archive Access	<i>Account Administration</i>	View and search archived items
Invoice Report Administration	<i>Reporting</i>	Access to Reporting, and Invoice Report type	Customer Administration	<i>Account Administration</i>	Manage customer relationships

Permissions	Area	Description/Use	Permissions	Area	Description/Use
Catalog Management	<i>Catalog</i>	Set up and manage catalog-related activities	DPP_Audit_Logs_View		
Catalog Account Executive	<i>Catalog</i>	Access to manage price file upload and customer specific catalog upload	Company Data Deletion Configuration	<i>Account Administration</i>	Access to company data configuration
Catalog Content Manager	<i>Catalog</i>	Access to manage master content upload, price file upload and customer specific catalog upload	DPP_Data_Deletion_Access		
Payment Profile	<i>Account Administration</i>	Configure your payment profile	DPP_Delete_Users		
cXML Configuration	<i>Account Administration</i>	Configure account for cXML transactions	Transaction Data Export for Deleted Data	<i>Account Administration</i>	Access for transaction data export for deleted data
Company Information	<i>API / Integration</i>	Review and update company profile information	DPP_Download_Audit_Logs		
PCard Configuration and Notifications	<i>Account Administration</i>	Configure PCard account and maintain notification email addresses	DPP_PII_Data_Retrieval		
Transaction Configuration	<i>Account Administration</i>	Configure account for electronic transactions	ID Registration Access	<i>Account Administration</i>	Register unique identifiers, like email domains
Customer Relationships	<i>Account Administration</i>	View customer relationships	Fulfillment Invitation Account Merge	<i>Account Administration</i>	Allows the assigned user to transfer a fulfillment related invitation into his existing SAP Business Network Account

Permissions	Area	Description/Use	Permissions	Area	Description/Use
Cloud Integration Gateway Configuration	<i>API / Integration</i>	Create, modify, and maintain projects on the Ariba Integration Gateway	Invoice Generation	<i>Document Processing</i>	Generate invoices, as supported by customers (requires Inbox and Outbox Access)
Cloud Integration Gateway Access	<i>API / Integration</i>	View and search projects on the Ariba Integration Gateway	Logistics Access	<i>Document Processing</i>	Perform Logistics actions with limited access to transactions information
Planning Collaboration Visibility	<i>Account Administration</i>	Access to planning collaboration visibility	Outbox Access	<i>Document Processing</i>	View and search documents in Outbox and take actions based on your role
Create and manage postings on Ariba Discovery	<i>Discovery</i>	Create postings on Ariba Discovery	Services Access	<i>Document Processing</i>	Perform Services actions with limited access to transactions information
Respond to postings on Ariba Discovery	<i>Discovery</i>	Respond to postings on Ariba Discovery	Timestamp verification	<i>Document Processing</i>	Verify timestamp token on invoices
Contract Access	<i>Contracts</i>	View contracts and generate invoices, as supported by customers (requires Inbox Access)	Payment Activities	<i>Payments</i>	Manage your payment activities
Inbox and Order Access	<i>Document Processing</i>	View and search documents in Inbox and take actions based on your role	Premium Membership and Services Management	<i>Account Administration</i>	Manage your premium service subscriptions
Folio Management	<i>Document Processing</i>	Create, activate and delete folio ranges used for tax invoicing	Proof Of Service Create Access	<i>Document Processing</i>	Allows users to create a proof of service

Permissions	Area	Description/Use	Permissions	Area	Description/Use
Proof Of Service Create On Behalf Access	Document Processing	Allows user to create a proof of service on behalf of another user	Quality Review Creation	Quality Document Processing	Access to create quality review documents
Proof Of Service Report Access	Reporting	Allows user to create and run Proof Of Service reports	Receivables Upload	Quality Document Processing	Select receivables for auction
Proof Of Service Review Access	Document Processing	Allows users to review and assign a PO to a proof of service	Access Proposals and Contracts	Contracts	View your organization's Ariba Sourcing events and Ariba Contract Management contracts, documents, and tasks. This permission grants access to the Proposals and Contracts properties. Individual users must be approved by Ariba Sourcing buyers before they can view or participate in events or contract tasks
Quality Inspection Access	Quality Document Processing	Access to view quality inspection documents			
Quality Inspection Creation	Quality Document Processing	Access to create quality inspection documents	Credit Card Number Access	Supplier Treasury Agent	Manage the display of credit card numbers on purchase orders
Quality Inspection Signature	Quality Document Processing	Allows electronic signature of quality inspection results	Supplier Treasury Agent	Payments	View buyer-initiated early payment offers
Quality Notification Access	Quality Document Processing	Access to view quality notification documents	Time & Expense Sheet Management	Document Processing	Review and update Time and Expense sheets
Quality Notification Creation	Quality Document Processing	Access to create quality notification documents	Supply Chain Financing Provider Portal Access	Account Administration	Access to the Supply Chain Financing provider portal to trade eligible documents.
Quality Review Access	Quality Document Processing	Access to view quality review documents			



General Terms

Name of Item	Description/Use	Name of Item	Description/Use
ANID	The ANID is the SAP Business Network Network Identification number, this number is unique for each SAP Business Network Network whether a Buyer or Supplier Network	Credit Memo	A Credit Memo is a credit against a Purchase Order and at header level. For example use a Credit Memo when there has been an overcharge on shipping costs or the wrong Tax rate has been selected
ERS	Evaluated Recipient Settlement indicates that the Buyer will create the Invoice on behalf of the Supplier	Line Item Credit Memo	A Line Item Credit memo is a credit against an Invoice and is when a credit is required for damaged good or return of goods that where not fit for purpose
ERP	Enterprise Resource Planning is the integrated management of business processes such as Ordering and Invoicing	Rejected Invoice/ Edit & Resubmit	When an Invoice is rejected by the Buyer it will create a rejection, locate and open the Invoice and use Edit and Resubmit, correct the error based on the Buyer requirements and resubmit
Purchase Order	A Purchase Order is your document of truth, it is the source document from which all other documents will flow from, only the Buyer can change or update a Purchase Order	SAP Business Network Discovery	Only used by Buyers and Suppliers that use SAP Business Network Discovery to Request for Quote (RFQ) on goods or services
Invoice	An invoice is the document used to pay a supplier for goods or services provided based on the Purchase Order	SAP Business Network Questionnaire and Proposals	Supplier Lifecycle Performance (SLP) is a process used by Buyers. Questionnaires are sent to a supplier from a Buyer and can be a Registration or Purchasing Questionnaire based on the Buyers requirements
Table Options Menu	Table Options menu allow suppliers to change the view of the screen to display different heading or information	Search Filters	Search filters provide users with the ability to narrow search options to locate specific types or documents in their SAP Business Network Network
SAP Business Network Sourcing	SAP Business Network Sourcing is used as part of Direct Materials sourcing, it is a solution for managing sourcing and suppliers across all spend categories	Documents	A Document is the information sent and received via the SAP Business Network Network
Active Buttons	Active Buttons are blue and can be selected to perform a task or process, greyed out buttons indicate that it is a process not used by a Buyer or requires another process to occur prior to activating	Fulfillment	The name of a tab that includes orders, order confirmations, ship notices, Services entry sheets, extended collaboration, product replenishment, drafts, extended collaboration and receipts
Order Confirmation	An Order Confirmation provides a Buyer with confirmation that good or services requested can be delivered or provided based on the information within the Purchase Orders	Opportunities	These represent collaboration requests
Ship Notice	A ship notice also known as an Advanced Ship Notice provides the Buyer with information about the goods arriving to their premises	Drafts	Documents can be saved as a draft for completion at a later point



Order Status Descriptions

Name of Item	Description/Use	Name of Item	Description/Use
New	Initial state. You have not updated the order status.	Partially Confirmed	The order is in progress and some of the ordered quantities have been confirmed
Changed	Your customer canceled or replaced the order by a sending a subsequent (changed) order.	Partially Shipped	If you partially confirmed an order and then you partially ship either the previously confirmed order line or a different order line, the purchase order status is set to Partially Shipped . You can still continue to confirm order line items regardless of the shipping status until you have confirmed all order lines.
Confirmed	You agreed to ship all line items and/or agree to the pricing, delivery of services and requirements listed in the Purchase Order	Partially Serviced	For service orders, you can continue to create service sheets for unplanned service lines up to their hidden maximum amounts (which might be larger than their subtotals) or planned service lines up to their subtotals. The service order status is set to Partially Serviced until all of the service lines are serviced
Confirmed with New Date	The order confirmation has a different Start Date or End Date than the order, but no other change	Partially Invoiced	Some of the ordered quantities have been invoiced
Confirmed with Changes	The order confirmation has a different Expected Value than the order, and also has a different Start Date, End Date , or both	Partially Rejected	Some or the ordered quantities have been rejected
Shipped	Final state. You shipped the entire order	Serviced	The order is fully serviced. You cannot create any more service sheets for any more service lines in the order
Invoiced	The order is fully invoiced. The Amount Invoiced column shows how much money you have invoiced or charged against the purchase order. For older purchase orders, displays Yes to indicating that you have submitted invoices	Received	Statuses for receipts that are sent by the buyer from their ERP system. The purchase order status is updated based on this information
Obsoleted	Purchase order that has been replaced by a subsequent (changed) order	Partially Received	Only some of the goods received have been receipted into the Buyers ordering system or ERP.
Cancelled	A cancelled Purchase Order means it can no longer be used, where a Buyer cancels a Purchase Order and then re-instates it the balance tracking will not carry forward	Returned	Specific to Supply Chain Customers using returns
Failed	experienced a problem routing the order to your account. You can resend failed orders.		



Routing Status

Name of Item	Description/Use
Accepted	SAP Business Network accepted the purchase order from your customer or from the catalog tester
Order Queued	SAP Business Network Queued the purchase order from cXML processing
Sent	SAP Business Network successfully converted the purchase order from cXML to EDI and has forwarded it to your VAN in an interchange
Acknowledged	SAP Business Network received a positive functional acknowledgment from you
Failed	SAP Business Network could not route the purchase order and it lists the reason for the failure



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