

Click guide to connect with Miele via SAP Business Network for Procurement

Version 1.0 | Q3 2022

Content

Process overview

1. Log in/ sign up and open the Miele registration questionnaire
2. Fill in the Miele registration questionnaire
3. Fill in the Miele qualification questionnaire
4. Migration to SAP Business Network



Process overview

Starting the registration process

Existing Miele suppliers (legacy suppliers)

- Receiving the Project Notification Letter (information about the transition to SAP Business Network for Procurement)
- Register & participate at/ watch the Supplier Summit*
- Receiving registration invitation

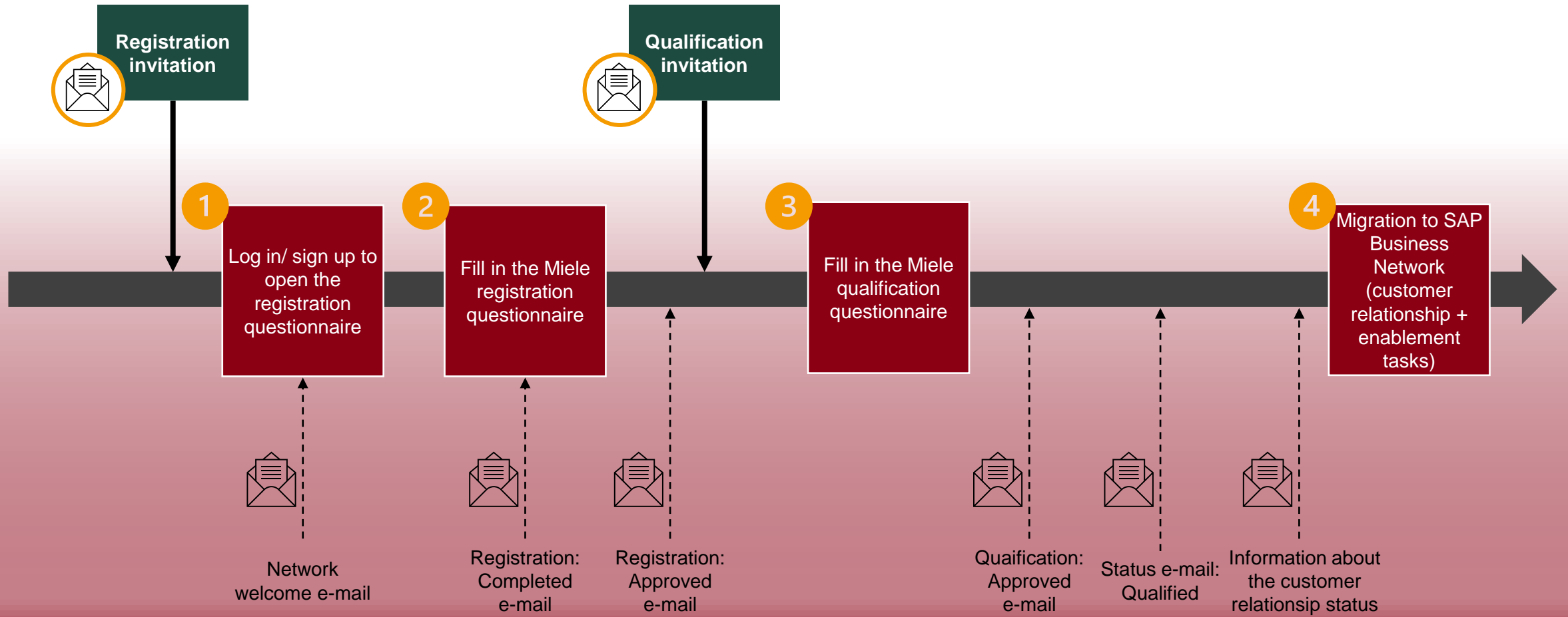
New Miele suppliers

- No official initial communication from the project team: Process starts with the registration invitation

Catalogue suppliers will be informed individually. Before the registration invitation, the TRR (Trading Relationship Request) is often already accepted, an (test) account is created and the catalogue testing was started.

* In case you are invited to a Supplier Choice Summit (presentation of both account types), you are required to choose an account type after the summit. Afterwards you will be invited to a second summit based on your decision.

Process steps



Support from Miele or SAP (provision of training materials etc.)

1. Log in/ sign up and open the Miele registration questionnaire

Starting the registration process

EXPLANATION

Miele - TEST

Register as a supplier with Miele - TEST

Hello!

██████████ has invited you to register to become a supplier with Miele - TEST. Start by creating an account with Ariba Network. It's free.

Miele - TEST uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If ██████████ already has an account with Ariba Network, sign in with your username and password.

1 [Click Here](#) to create account now

STEPS

1

After you have received the invitation e-mail, click „Click Here“ to sign up/ log in.

EXPECTED RESULT

Welcome, ██████████

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

Sign up as a supplier with **Miele & Cie. KG - TEST** on SAP Ariba.

Miele & Cie. KG - TEST uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by Miele & Cie. KG - TEST.

[Sign up](#)

Already have an account?

[Log in](#)

FURTHER INFORMATION

Starting the registration process

Choose the right option

Welcome, [REDACTED]

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

Sign up as a supplier with **Miele & Cie. KG - TEST** on SAP Ariba.

Miele & Cie. KG - TEST uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by Miele & Cie. KG - TEST.

[Sign up](#)

Already have an account?

[Log in](#)

In case your company already has a SAP Business Network account choose „Log in“ (Option A).* If you need to create a new account select „Sign up“.

* Most catalogue suppliers already have created an SAP Business Network account. Please always choose „Log in“ and log in with your existing username and password.

Option A: Use your existing account

EXPLANATION

Welcome, [REDACTED]

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

Sign up as a supplier with Miele & Cie. KG - TEST on SAP Ariba.

Miele & Cie. KG - TEST uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by Miele & Cie. KG - TEST. [Sign up](#)

1
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 relationship with customers using an Ariba Network solution

STEPS

- 1 Click „Log in“ to use your existing account.

EXPECTED RESULT

You are using an Ariba Sourcing test account to register on the Ariba Commerce Cloud. Enter your existing Ariba Commerce Cloud, Ariba Discovery or Ariba Network test account username and password. After you successfully log in, your existing Ariba Commerce Cloud test account profile will become your Ariba Sourcing supplier test account profile.

Username:*

Password:*

[Forgot Username](#)
[Forgot Password](#)

[Continue](#) [Cancel](#)

FURTHER INFORMATION

Option A: Log in to your existing account

EXPLANATION

Enter Your Account Information * Indicates a required field

You are using an Ariba Sourcing test account to register on the Ariba Commerce Cloud. Enter your existing Ariba Commerce Cloud, Ariba Discovery or Ariba Network test account username and password. After you successfully log in, your existing Ariba Commerce Cloud test account profile will become your Ariba Sourcing supplier test account profile.

1

Username: *

Password: *

[Forgot Username](#)

[Forgot Password](#)

2

STEPS

- 1

Fill in the username and password.
- 2

Click „Continue“.

EXPECTED RESULT

FURTHER INFORMATION

Option B: Starting the account creation

EXPLANATION

Welcome, [redacted]

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

Sign up as a supplier with **Miele & Cie. KG - TEST** on SAP Ariba.

Miele & Cie. KG - TEST uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by Miele & Cie. KG - TEST. **1** [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

STEPS

- 1 Click „Sign up“ to create an account.

EXPECTED RESULT

Create account [Create account and continue](#) [Cancel](#)

First, create an SAP Ariba supplier account, then complete questionnaires required by Miele & Cie. KG - TEST.

Company information

* Indicates a required field

Company Name:*

Country/Region:*

Address:*

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

FURTHER INFORMATION

Option B: Creating an SAP Business Network Account

EXPLANATION

EXPECTED RESULT

STEPS

- 1 Fill in or correct the boxes.
- 2 Click „Create account and continue“.

FURTHER INFORMATION

- All required fields are marked with an asterisk*
- Create a username (in the form of an email address) and password for the SAP Business Network account: Save your login credentials
- To enter a product and service Category and a ship-to or service Location fill in the boxes or click „Browse“. Now you can select the category/location through different levels and add it using the „+“. To confirm click „OK“.
- After creating the account, the supplier will receive a welcome e-mail from ordersender-prod@ansmtp.ariba.com

Option B: Review duplicates (just in case the system finds possible duplicates)

EXPLANATION

Potential existing accounts

We have noticed that there may already be an Ariba Network account registered by your company. Please review before you create a new account.

1 Review accounts Skip review

STEPS

- 1 Click „Skip review“ in case you want to create your account. If you want to check the potential duplicates click „Review accounts“.

EXPECTED RESULT

Ariba Sourcing

Go back to Miele - TEST Dashboard

Doc1088369499 - Supplier Registration Questionnaire

Time remaining: 27 days 08:01:53

All Content

1 General Supplier Information

1.1 Please enter the name of the supplier including the legal form, i.e. "Miele & Cie. KG":

1.2 Company Name 1

1.3 Company Name 2

1.4 Company Name 3

1.5 Company Name 4

FURTHER INFORMATION

- Duplicate means that your company might have already a Business Network account. By clicking on “Review accounts” you have the possibility to check if the duplicate recognized is your company. In that case, please avoid creating a duplicate account and log in with the credentials of the existent account.

2. Fill in the Miele registration questionnaire

Fill in the supplier registration questionnaire

EXPLANATION

STEPS

- 1 Fill in the boxes of the supplier registration questionnaire.
- 2 Click „Submit Entire Response“ to finish the questionnaire.

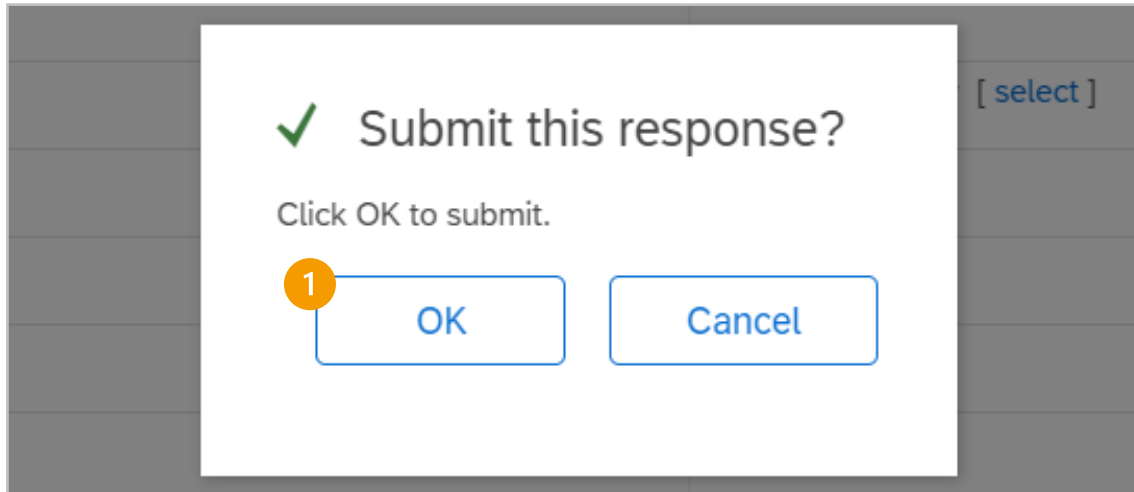
EXPECTED RESULT

FURTHER INFORMATION

- All required fields are marked with an asterisk*
- To complete the bank information click „Add Bank Information (0)“. Then click „Add an additional Bank Information“ to create a new entry and fill in the boxes (an attachment is required).
- To complete the tax information click „Add Tax Information (0)“. Then click „Add Tax Information“ to create a new entry and fill in the boxes (an attachment is required).

Submit the supplier registration questionnaire

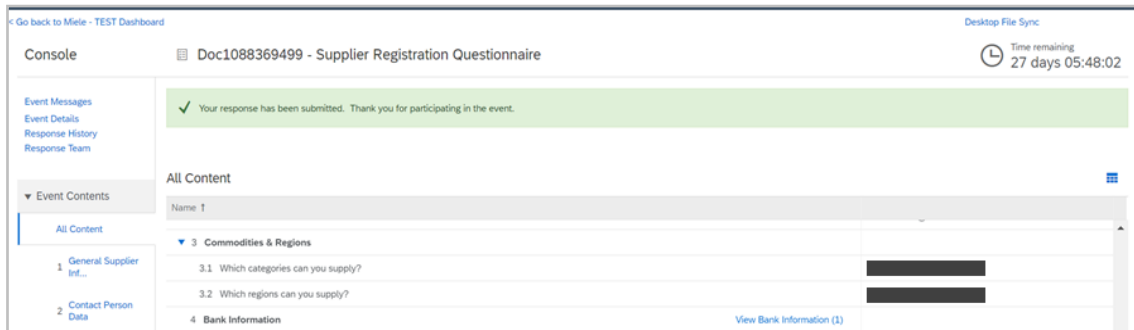
EXPLANATION



STEPS

- 1 Click „OK“ to submit the questionnaire.

EXPECTED RESULT



FURTHER INFORMATION

- After submitting the questionnaire the supplier receives an additional confirmation e-mail from no-reply@eusmtp.ariba.com
- After Miele approved the registration questionnaire the supplier receives an additional information e-mail from no-reply@eusmtp.ariba.com

3. Fill in the Miele qualification questionnaire

Open the Ariba log in page

EXPLANATION

Miele - TEST

Hello [REDACTED]

Please fill out the listed questionnaires and return them by the specified dates. These questionnaires are necessary to complete the Intake Form (Qualification) process. Thank you for taking the time to respond to each one.

Process Overview
 Process: Supplier Qualification
 Category: [REDACTED]
 Region:
 Business unit:
 Material: [REDACTED]
 Process owner: [REDACTED]
 Message:

Questionnaire Overview

Name	Assigned to	Respond By
Supplier qualification questionnaire	[REDACTED]	[REDACTED]

1 [Click Here](#) to view the process.

Best Regards,
SAP Ariba team

STEPS

- 1 After you have received the invitation e-mail, click the link „Supplier qualification questionnaire“.

EXPECTED RESULT

SAP Ariba

Supplier Login


User Name

Password

[Login](#)

[Forgot Username or Password](#)

Download the SAP Business Network Supplier Mobile App



Stay connected with your customers and manage key documents wherever you are. With the power of SAP Business Network in your pocket, you can flip POs, create documents, respond to leads, and more. Get the app today!

[Learn More](#)

FURTHER INFORMATION

Open the qualification questionnaire

EXPLANATION

SAP Ariba

Supplier Login

1 User Name

Password

Login

Forgot Username or Password

Download the SAP Business Network Supplier Mobile App

Stay connected with your customers and manage key documents wherever you are. With the power of SAP Business Network in your pocket, you can flip POs, create documents, respond to leads, and more. Get the app today!

Learn More

STEPS

1

Use the user name and the password from the account creation to log in.

EXPECTED RESULT

Console Doc1090963777 - Supplier qualification questionnaire Time remaining 13 days 18:40:16

All Content

1 General Company Data

1.1 Company presentation Attach a file

1.2 Number of Employees

1.3 Core Competence

1.4 References

1.5 Sales Volume

FURTHER INFORMATION

Fill in the questionnaire

EXPLANATION

STEPS

- 1 Fill in the qualification questionnaire.
- 2 Click „Submit Entire Response“.

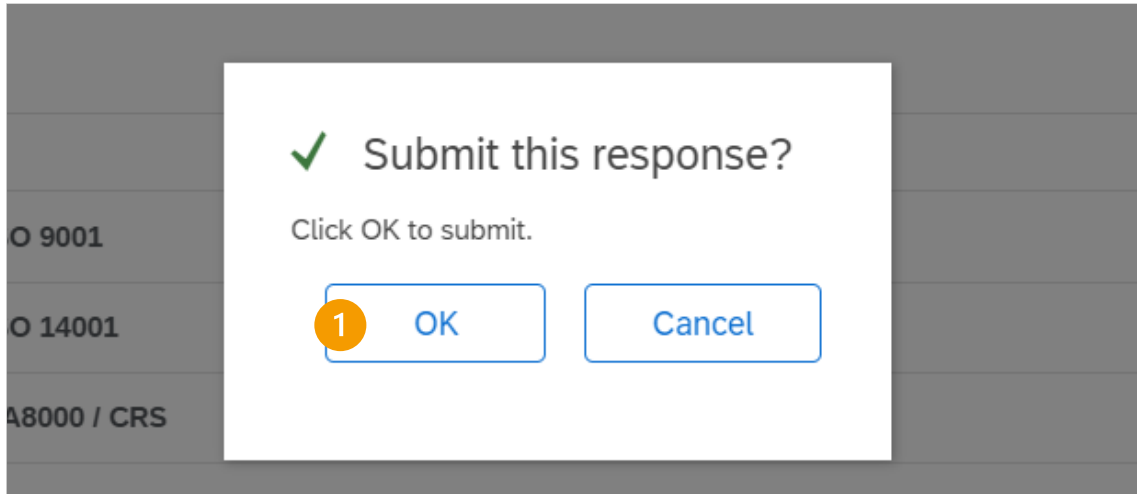
EXPECTED RESULT

FURTHER INFORMATION

- *All required fields are marked with an asterisk**

Submit the qualification questionnaire

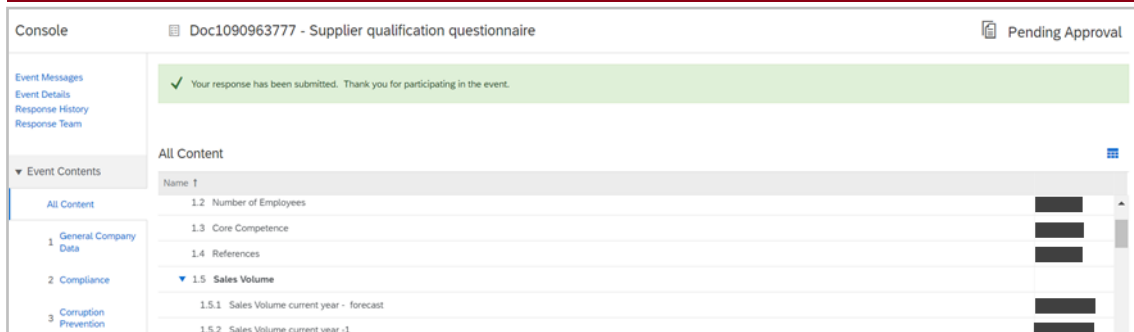
EXPLANATION



STEPS

- 1 Click „ OK“ to finish the qualification questionnaire.

EXPECTED RESULT



FURTHER INFORMATION

- After Miele approved the registration questionnaire the supplier receives an information e-mail from no-reply@eusmtp.ariba.com
- After Miele sets the supplier status to qualified the supplier receives an additional information e-mail from no-reply@eusmtp.ariba.com

4. Migration to SAP Business Network

4.1 Check/ accept the customer relationship

Information about the new Business Relationship with Miele

After your registration you will receive an e-mail regarding the customer relationship status.* In case your SAP Business Network account settings are set to „Automatically accept all relationship requests” **you do not need to accept a relationship request (Option A)**. This status is a default setting when creating a new account. In case you changed your settings to “Manually review all relationship requests” you need to accept the request manually (Option B).

Option A

Relationship established

Dear [REDACTED]

Your company [REDACTED]

is now successfully connected with Miele & Cie. KG - TEST (ANID: [REDACTED]) to start transactions and exchange electronic documents such as purchase orders and invoices.

You can [log in](#) to your account to get started.

Contact Miele & Cie. KG - TEST if you have questions about the business relationship.

Thank you for using SAP Business Network.

Sincerely,
SAP Business Network team

Option B

This notification contains important information about your test Ariba account (ANID: [REDACTED])

Miele & Cie. KG - TEST has reviewed your company profile on Ariba Network and has requested a trading relationship with your company.

Please review the customer's profile and accept the trading relationship by accessing your Supplier account at [REDACTED]

To accept the trading relationship request:

1. Click your company name in the top right corner of any page to expand the Administration Navigator.
2. Click Customer Relationships.
3. Select Miele & Cie. KG - TEST in the Pending section and click Accept.

If you are not authorized to accept trading relationship requests, please forward this notification to your Ariba Network account administrator.

Until you accept the trading relationship request, you will not be able to conduct business with Miele & Cie. KG - TEST on the Ariba Network, and any purchase orders they submit to your company via the Ariba Network will be rejected.

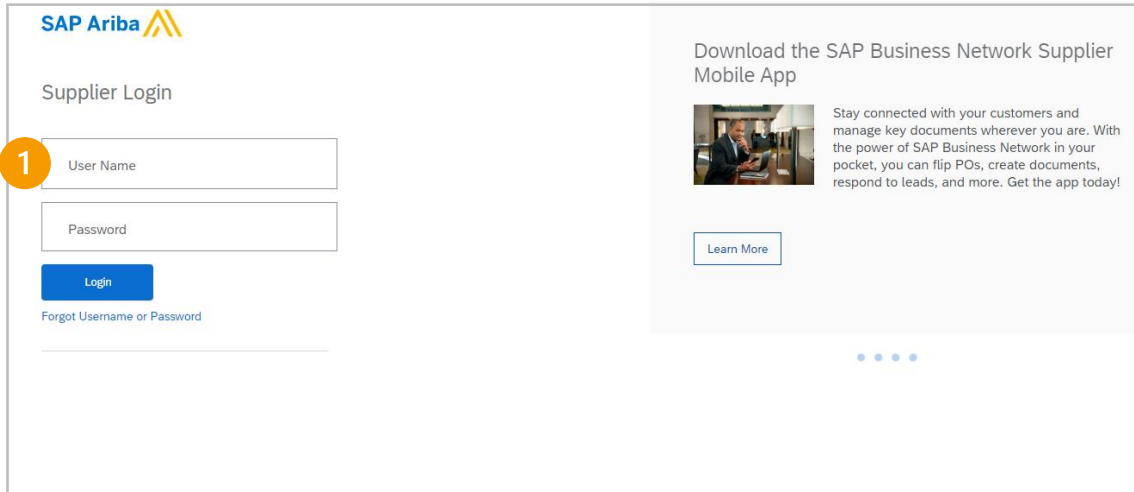
For questions regarding your trading relationship, please contact Miele & Cie. KG - TEST directly.

Sincerely,
The Ariba Team
<https://www.ariba.com>

* Most catalogue suppliers already have a trading relationship with Miele. They will not receive a notification. No action is required.

Option B: Log in to your SAP Business Network Account

EXPLANATION

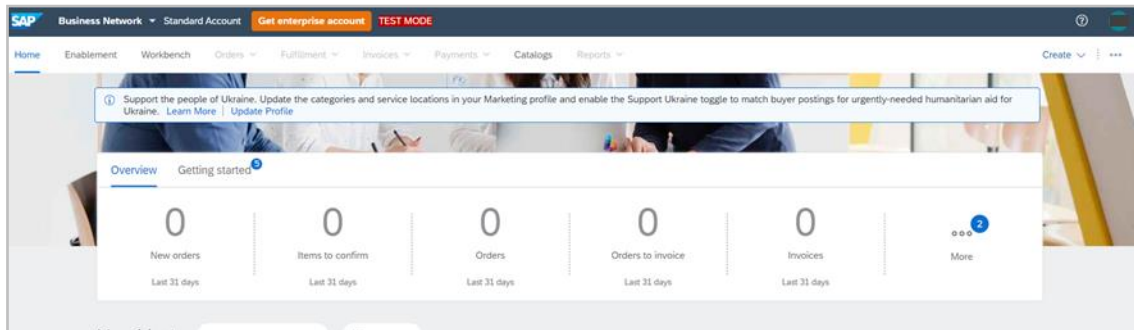


STEPS

1

Use the user name and the password from the account creation to log in.

EXPECTED RESULT



FURTHER INFORMATION

- Log In-Link: [Ariba Network Supplier](#)

Option B: Choose a business role (only at first registration)

EXPLANATION

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 * :

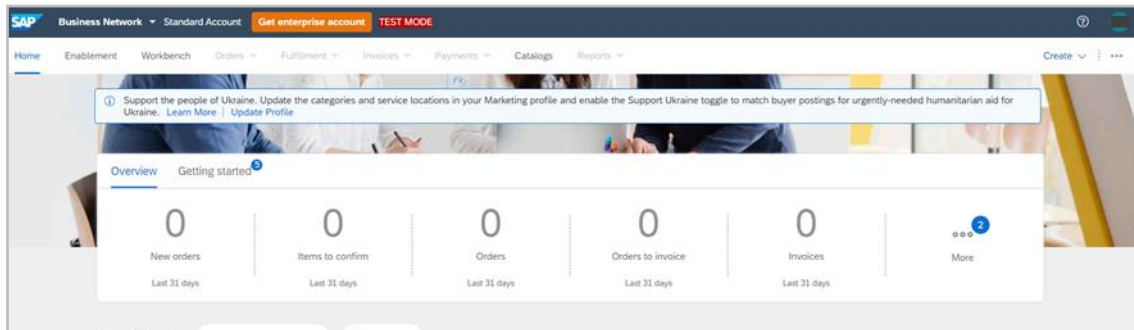
Make a selection

Submit

STEPS

- 1 Choose a business role.
- 2 Click „Submit“.

EXPECTED RESULT



FURTHER INFORMATION

Option B: Open the customer relationship settings

EXPLANATION

The screenshot shows the Miele account settings interface. A user profile menu is open, showing options like 'My Account', 'Link User IDs', 'Contact Administrator', 'Standard account', 'Company Profile', 'Marketing Profile', 'Settings', and 'Logout'. A yellow circle with the number '1' is placed over the user's initials in the top right corner. Another yellow circle with the number '2' is placed over the 'Customer Relationships' option in the 'Account Settings' sub-menu.

STEPS

- 1 Click on your initials.
- 2 Select „Settings“ → „Customer Relationships“.

EXPECTED RESULT

The screenshot shows the 'Account Settings' page with the 'Customer Relationships' tab selected. The page has a 'Close' button in the top right corner. Below the tabs, there are two sub-tabs: 'Current Relationships' and 'Potential Relationships'. Under 'Potential Relationships', there is a section titled 'I prefer to receive relationship requests as follows:' with two radio button options: 'Automatically accept all relationship requests' (unselected) and 'Manually review all relationship requests' (selected). An 'Update' button is located below these options. At the bottom, there is a summary bar showing 'Current (0)', 'Pending (1)', and 'Rejected (0)'.

FURTHER INFORMATION

Option B: Accept the customer relationship

EXPLANATION

The screenshot shows the SAP Customer Relationship Management interface. At the top, there are navigation tabs: Customer Relationships, Users, Notifications, Application Subscriptions, Account Registration, and API management. Below this, there are two tabs: 'Current Relationships' and 'Potential Relationships'. A message states: 'I prefer to receive relationship requests as follows:'. There are two radio buttons: 'Automatically accept all relationship requests' (unselected) and 'Manually review all relationship requests' (selected). An 'Update' button is next to the selected option, with a red circle '1' next to it. Below this, there are three filters: 'Current (0)', 'Pending (1)', and 'Rejected (0)'. The 'Pending Customers' section shows a table with one entry: 'Miele & Cie. KG - TEST' with Network ID 'AN11022989042-T', Relationship Type 'Trading', and Requested Date '19 Sep 2022'. A red circle '2' is next to the checkmark in the first column. Below the table, there are 'Approve' and 'Reject' buttons, with a red circle '3' next to the 'Approve' button. At the bottom right, there is a 'Close' button with a red circle '4' next to it.

EXPECTED RESULT

The screenshot shows the SAP Business Network dashboard. At the top, there is a navigation bar with 'SAP Business Network', 'Standard Account', 'Get enterprise account', and 'TEST MODE'. Below this, there is a navigation menu with 'Home', 'Enablement', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', and 'Reports'. A notification banner at the top reads: 'Support the people of Ukraine. Update the categories and service locations in your Marketing profile and enable the Support Ukraine toggle to match buyer postings for urgently-needed humanitarian aid for Ukraine. Learn More | Update Profile'. Below the notification, there is a 'Getting started' overview section with five metrics: 'New orders Last 31 days', 'Items to confirm Last 31 days', 'Orders Last 31 days', 'Orders to invoice Last 31 days', and 'Invoices Last 31 days'. Each metric is represented by a large '0' and a 'More' button with a red circle '2' next to it.

STEPS

- 1 Click on „Pending“.
- 2 Select a relationship request.
- 3 Click „Approve“.
- 4 Click „Close“.

FURTHER INFORMATION

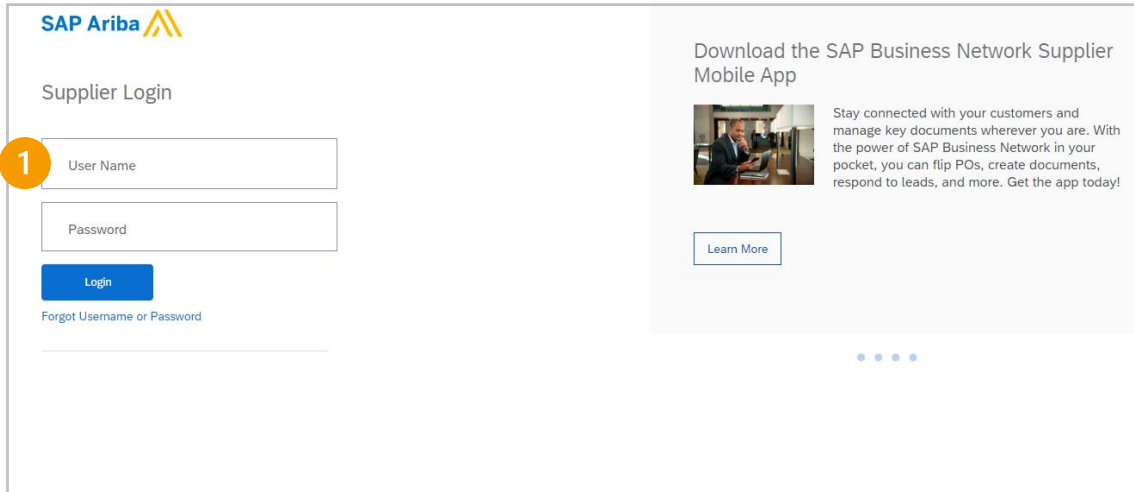
- After the approval the supplier receives an additional confirmation e-mail

4.2 Migration to SAP Business Network

4.2 Complete the enablement tasks

Log in to your Business Network Account

EXPLANATION

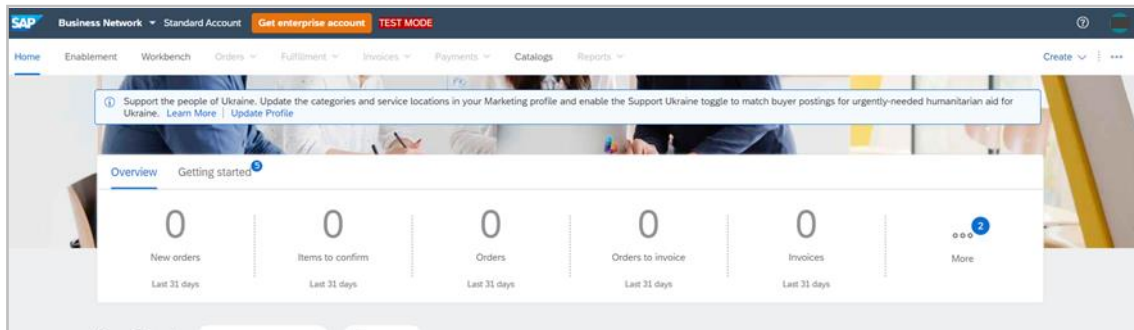


STEPS

1

Use the user name and the password from the account creation to log in.

EXPECTED RESULT



FURTHER INFORMATION

- *Log In-Link: [Ariba Network Supplier](#)*

Choose a Business role (Only at first registration to Business Network)

EXPLANATION

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 * :

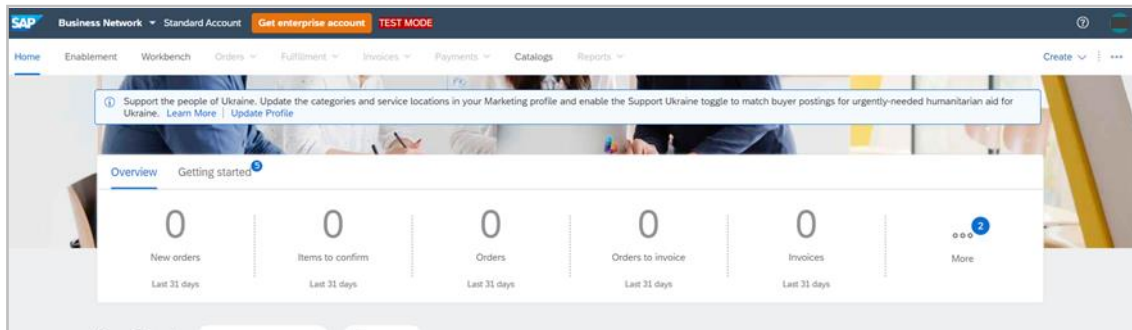
Make a selection

Submit

STEPS

- 1 Choose a business role.
- 2 Click „Submit“.

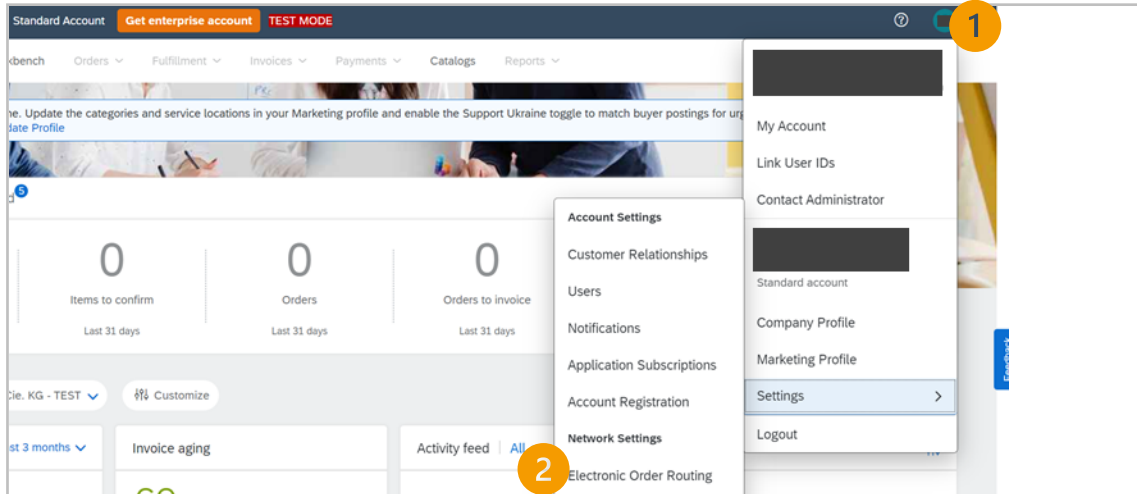
EXPECTED RESULT



FURTHER INFORMATION

Open the electronic order routing settings

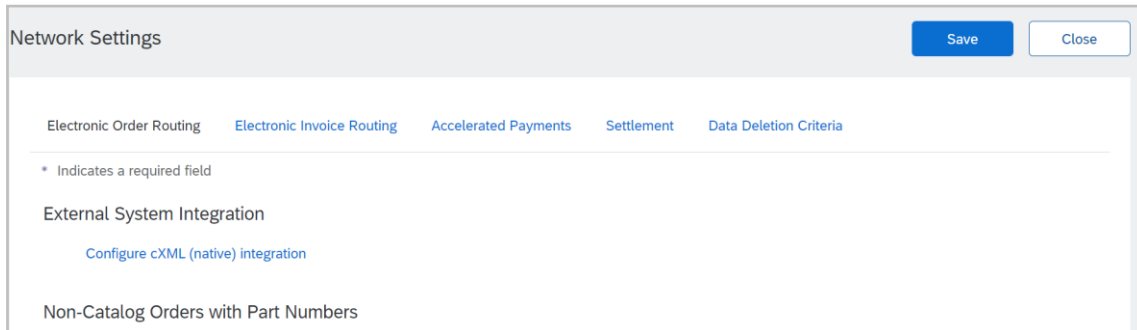
EXPLANATION



STEPS

- 1 Click on your initials.
- 2 Select „Settings“ → „Electronic Order Routing“.

EXPECTED RESULT



FURTHER INFORMATION

Customize the electronic order routing settings

EXPLANATION

Network Settings

Electronic Order Routing | Electronic Invoice Routing | Accelerated Payments | Settlement | Data Deletion Criteria

* Indicates a required field

External System Integration
Configure cXML (native) integration

Non-Catalog Orders with Part Numbers
 Process non-catalog orders as catalog orders if part numbers are entered manually

Status Update Request Notifications
 Do not send status updates for inbound documents in pending queue

New Orders

Document Type	Routing Method	Options
Catalog Orders without Attachments	Email	Email address: [redacted] <input type="checkbox"/> Attach cXML document in the email message <input checked="" type="checkbox"/> Include document in the email message

STEPS

- 1 Customize your settings (Routing Method, Options, e-mail addresses).
- 2 Click „Save“

EXPECTED RESULT

New Orders

Document Type	Routing Method	Options
Catalog Orders without Attachments	Email	Email address: [redacted] <input type="checkbox"/> Attach cXML document in the email message <input checked="" 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 checked="" 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 will be included in the order.
Non-Catalog Orders without		Current Routing method for new orders: Email

FURTHER INFORMATION

- Up to 5 e-mail addresses can be added (separated by a comma)
- Other settings to be customized, e.g. notifications

Miele



Miele & Cie. KG

Carl-Miele-Straße 29
33332 Gütersloh

Postfach
33325 Gütersloh

Telefon +49 5241 89-0
Fax +49 5241 892090

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