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

Version 1.0 | Q3 2022

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

Process overview

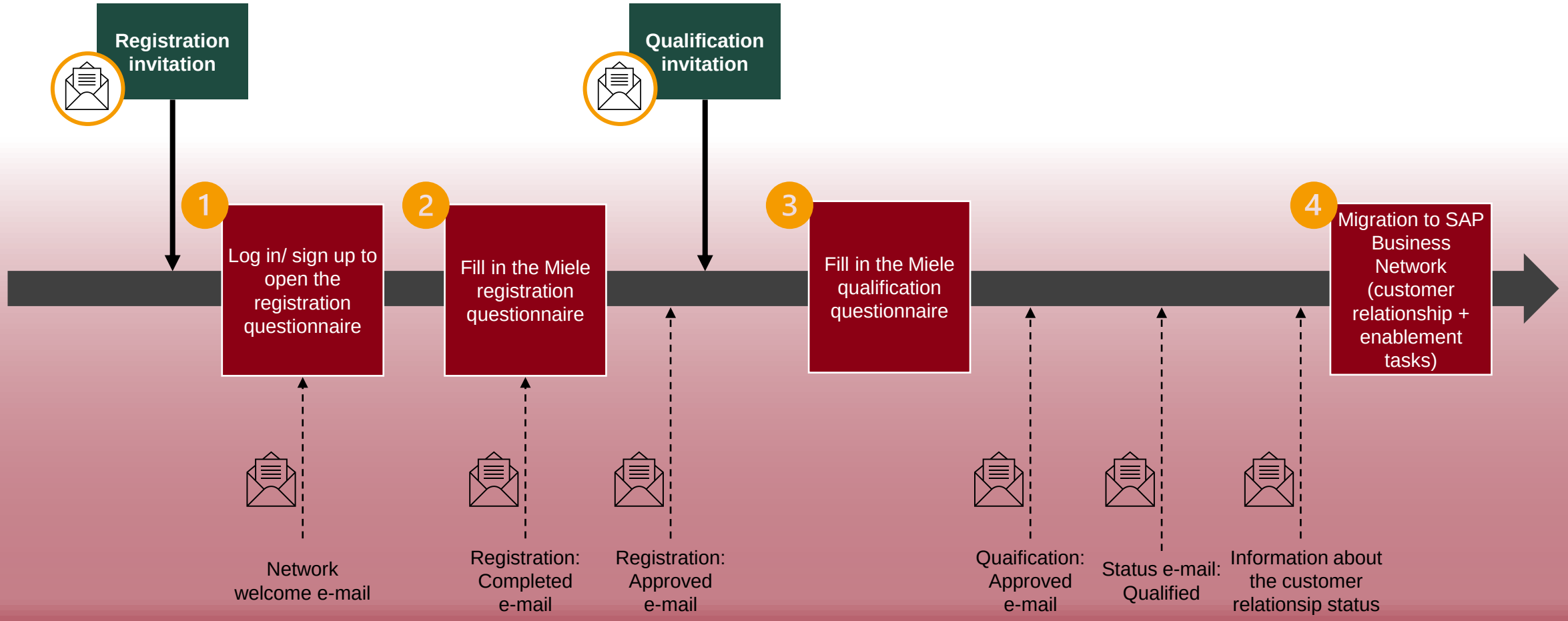
Starting the registration process

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

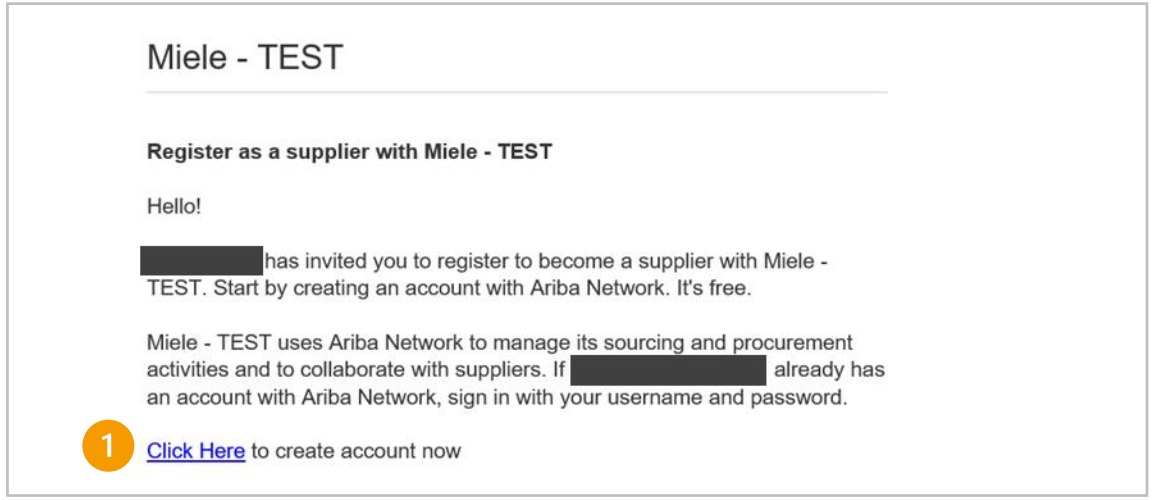


Support from Miele or SAP (provision of training materials etc.)

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

Starting the registration process

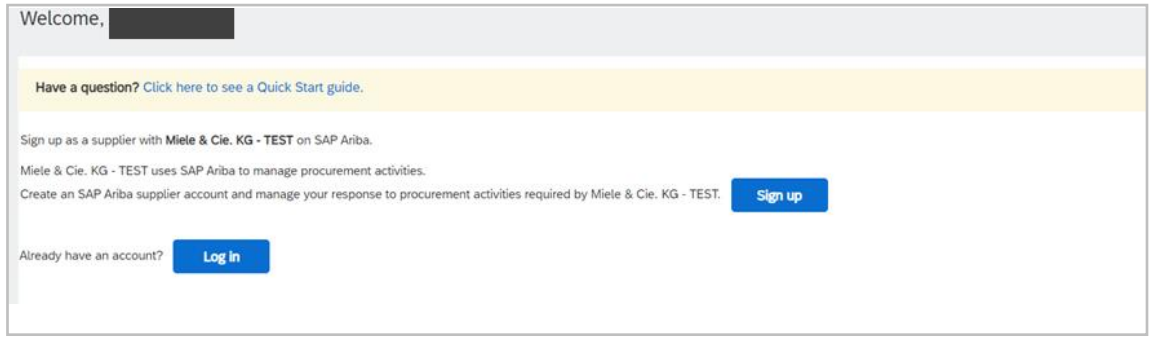
EXPLANATION



STEPS

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

EXPECTED RESULT



FURTHER INFORMATION

Starting the registration process

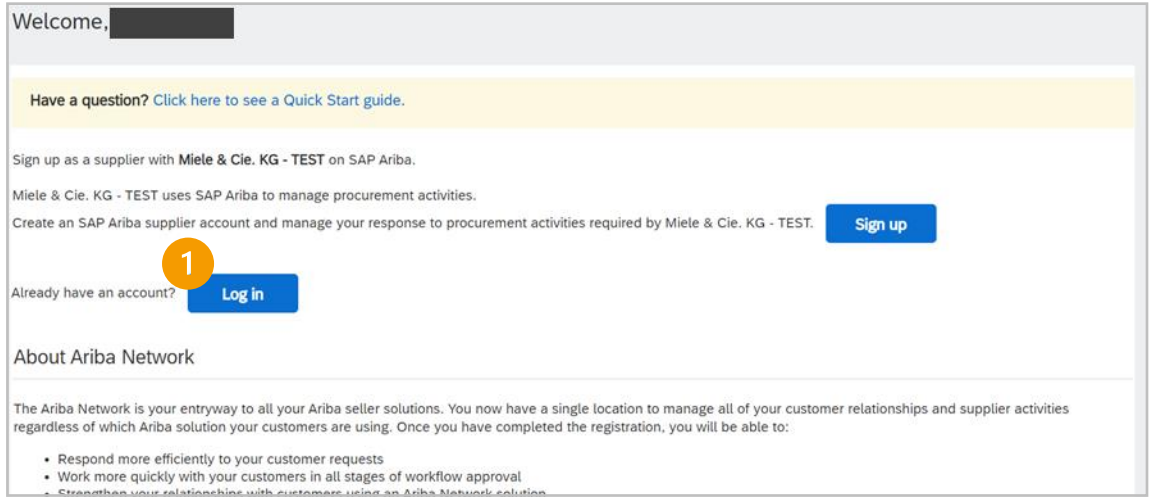
Choose the right option

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

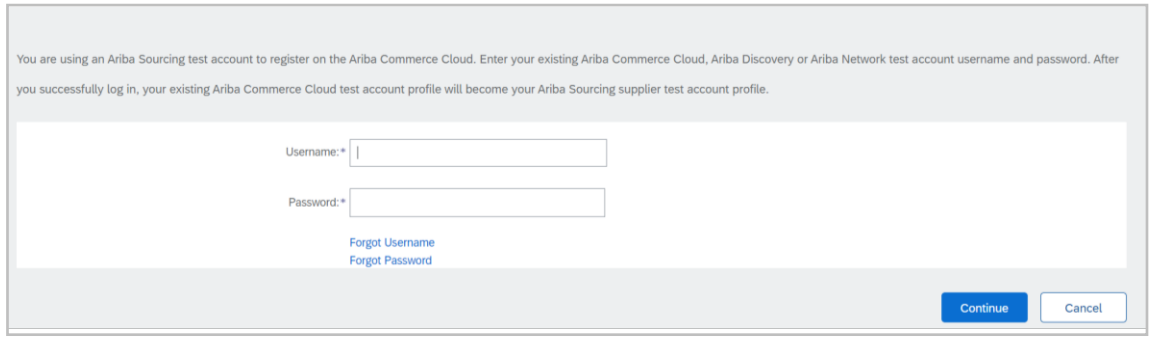
EXPLANATION



STEPS

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

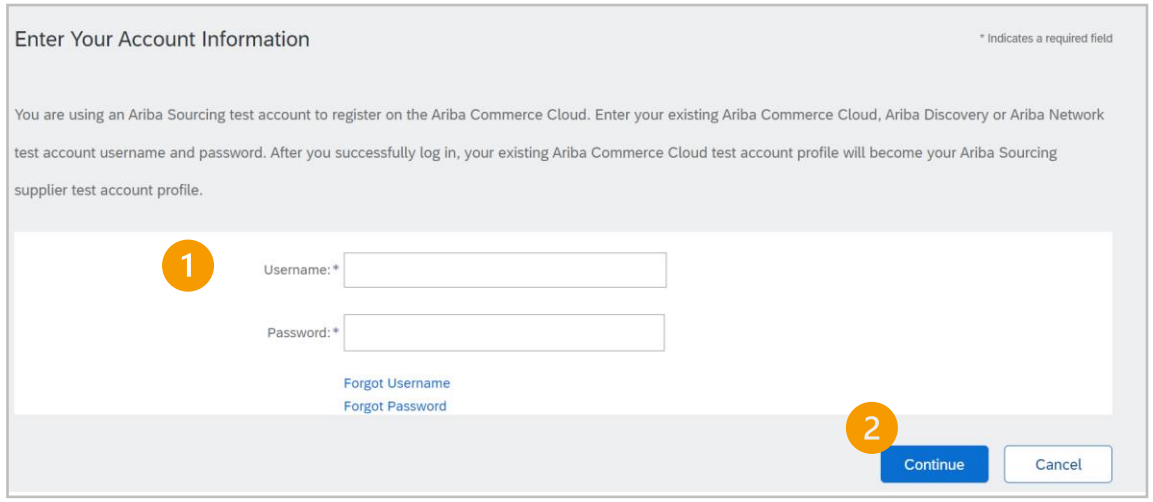
EXPECTED RESULT



FURTHER INFORMATION

Option A: Log in to your existing account

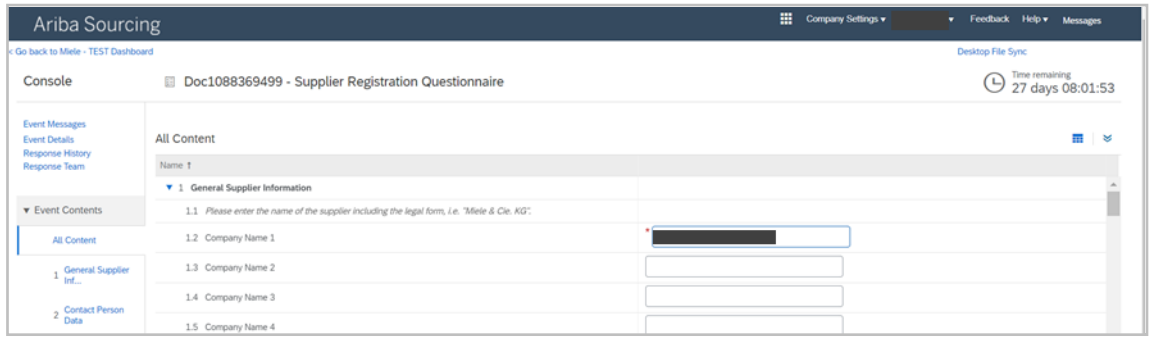
EXPLANATION



STEPS

1	Fill in the username and password.
2	Click „Continue“.

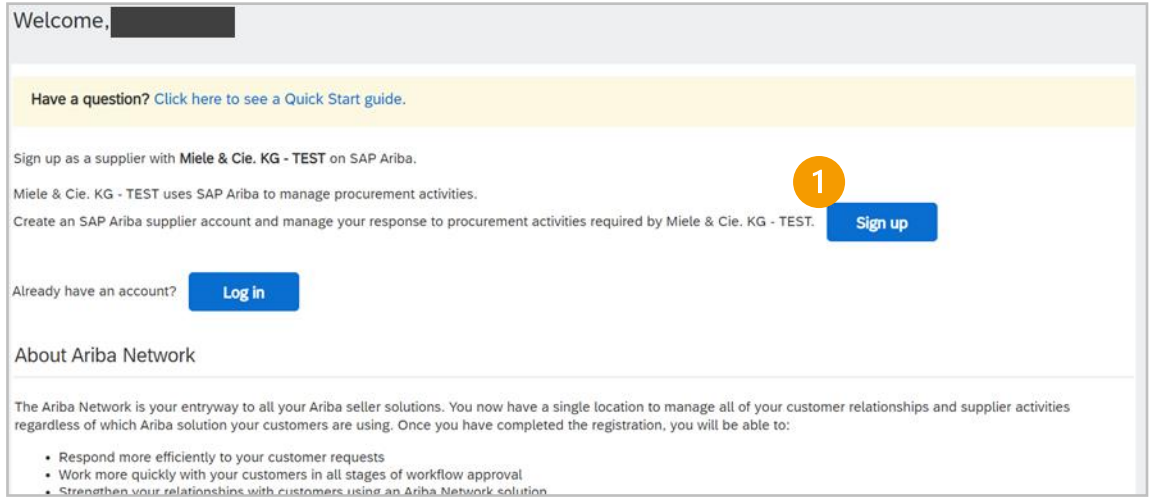
EXPECTED RESULT



FURTHER INFORMATION

Option B: Starting the account creation

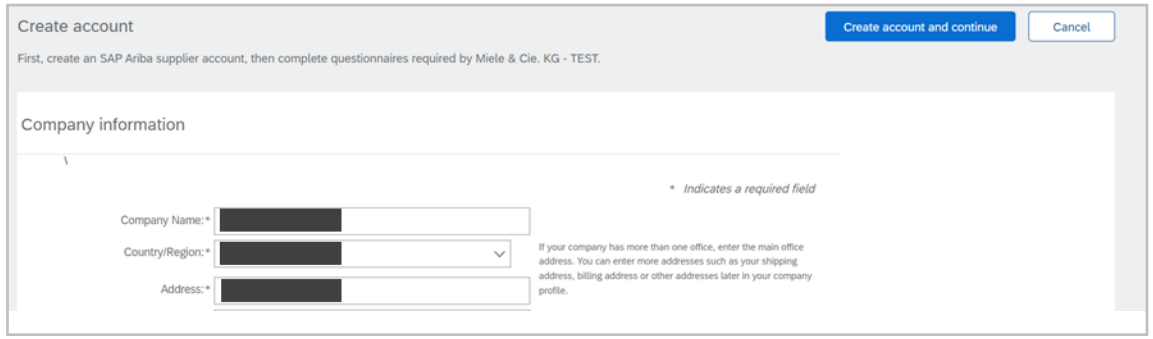
EXPLANATION



STEPS

1	Click „Sign up“ to create an account.

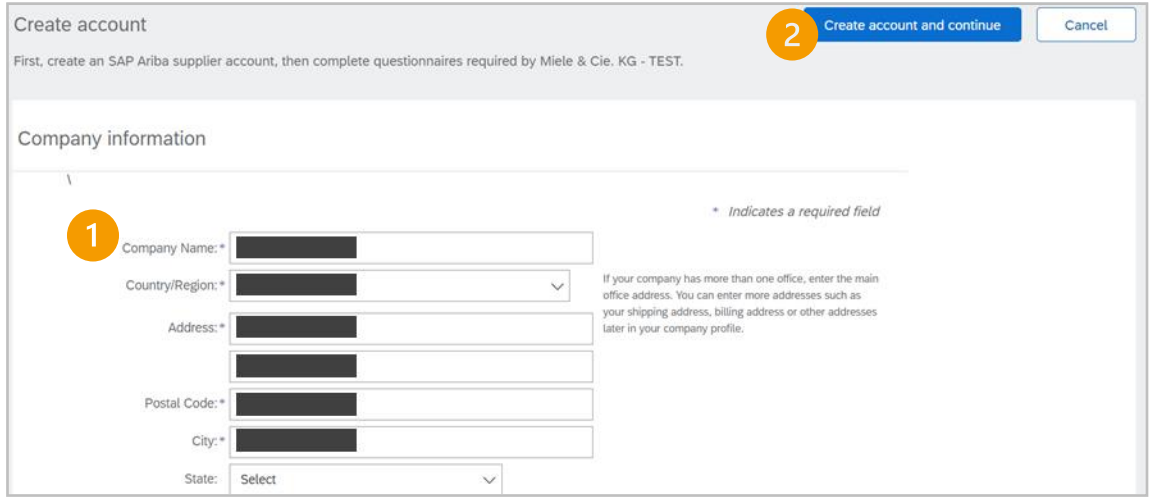
EXPECTED RESULT



FURTHER INFORMATION

Option B: Creating an SAP Business Network Account

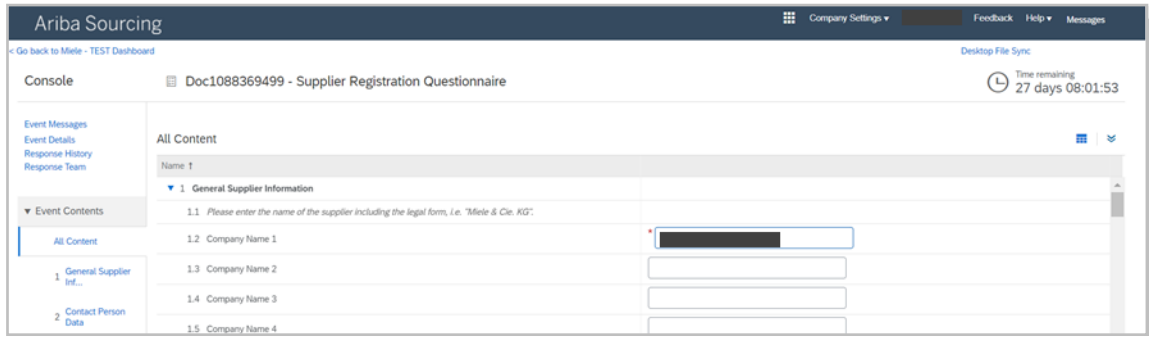
EXPLANATION



STEPS

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

EXPECTED RESULT



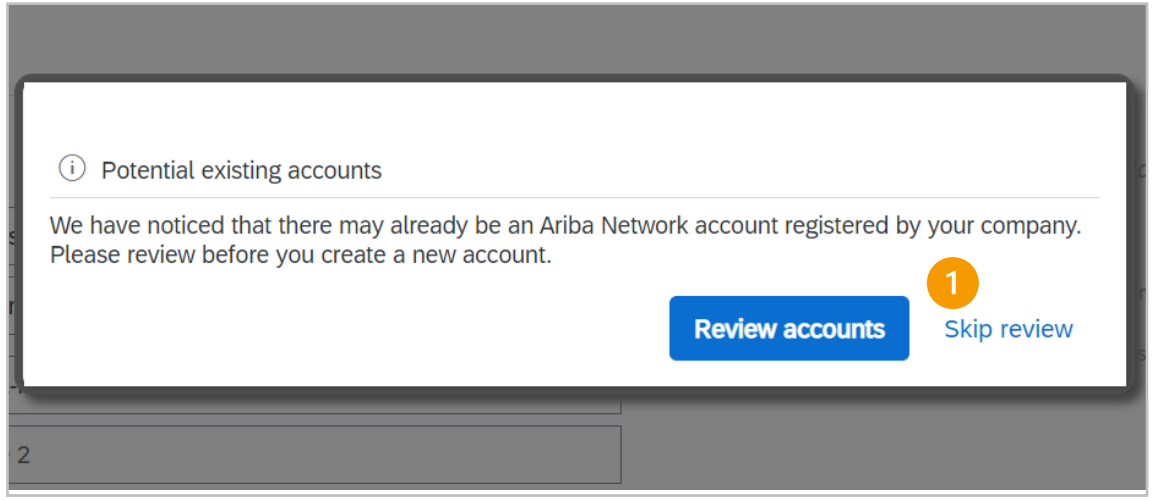
FURTHER INFORMATION

- *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*

Optional

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

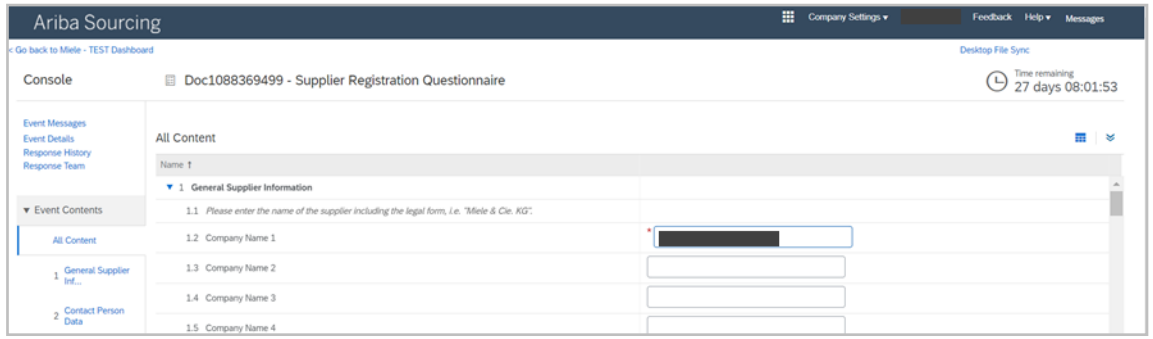
EXPLANATION



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



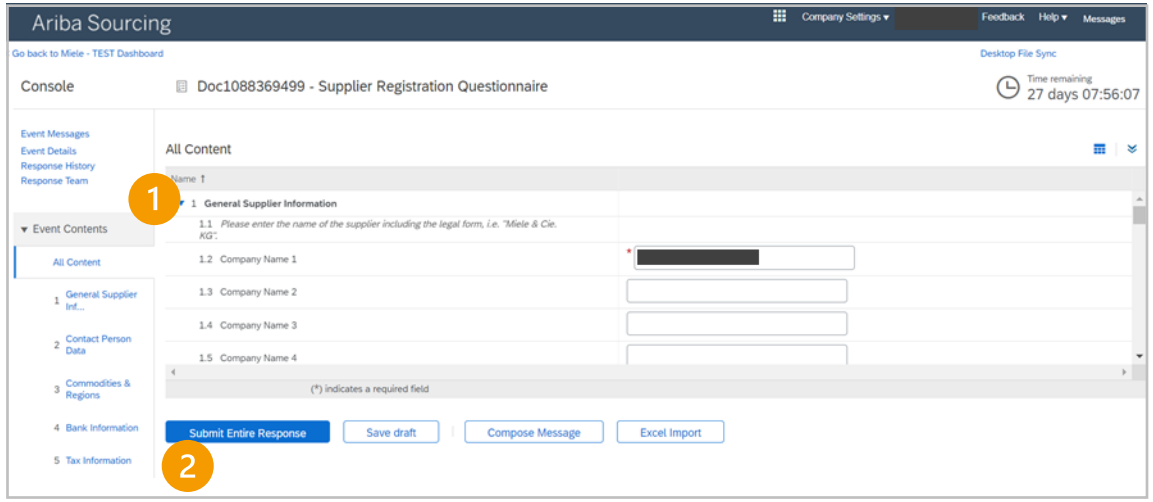
FURTHER INFORMATION

- 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

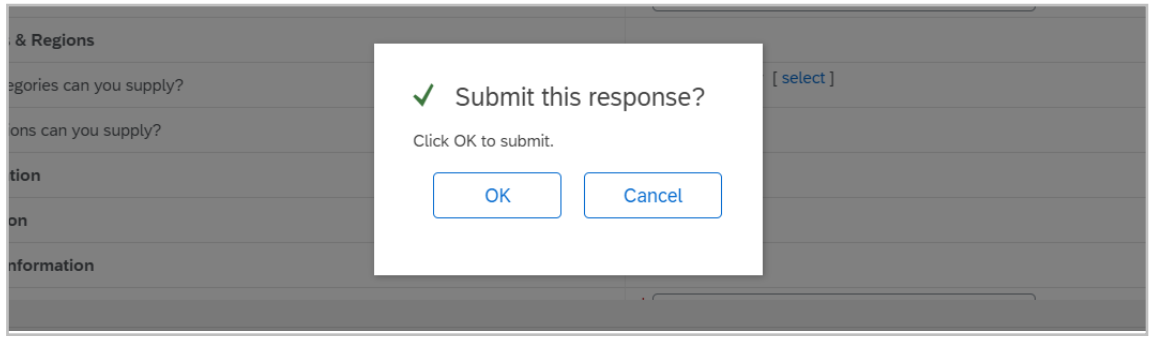
EXPLANATION



STEPS

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

EXPECTED RESULT

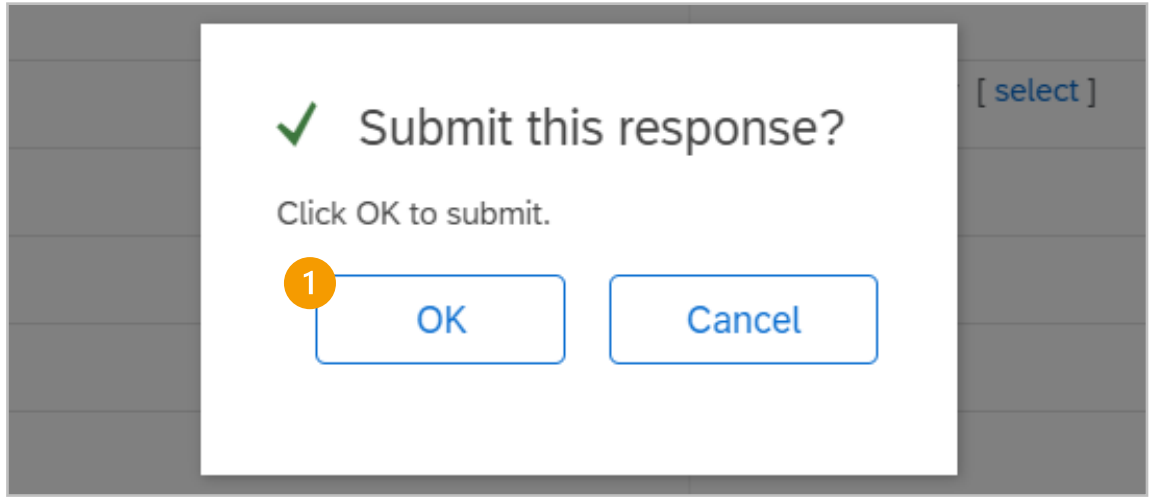


FURTHER INFORMATION

- *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

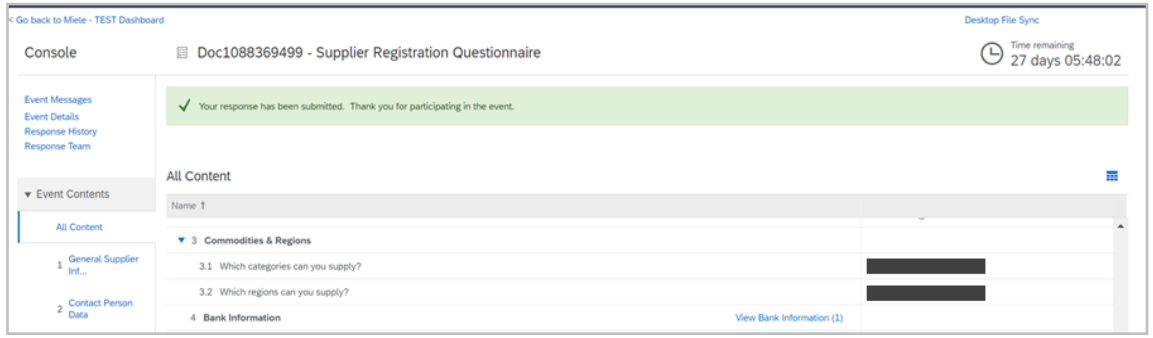
EXPLANATION



STEPS

1	Click „OK“ to submit the questionnaire.

EXPECTED RESULT



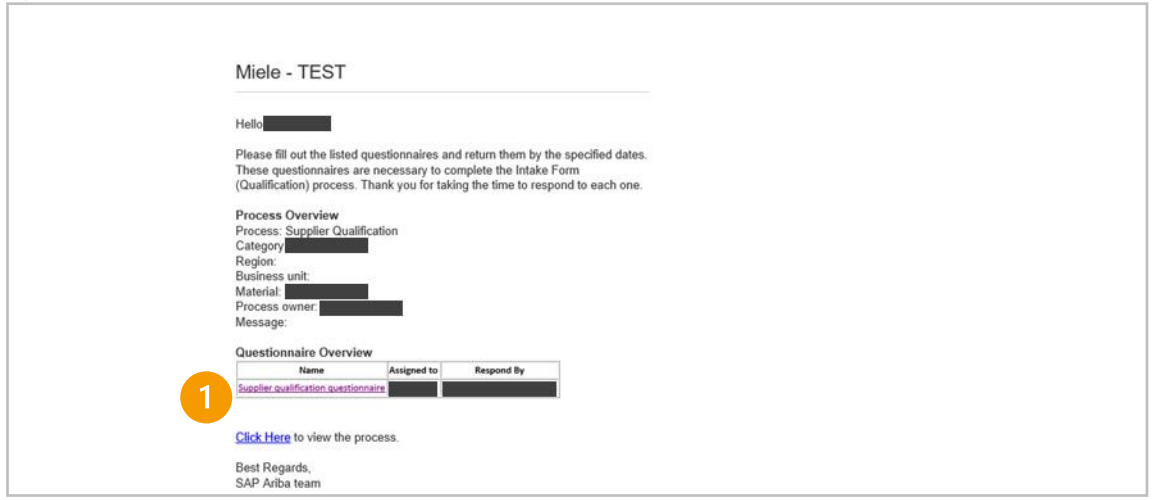
FURTHER INFORMATION

- *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

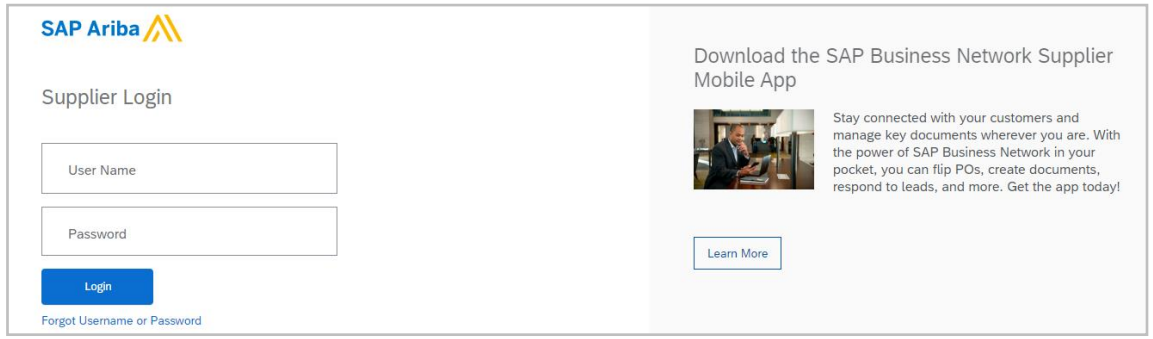
EXPLANATION



STEPS

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

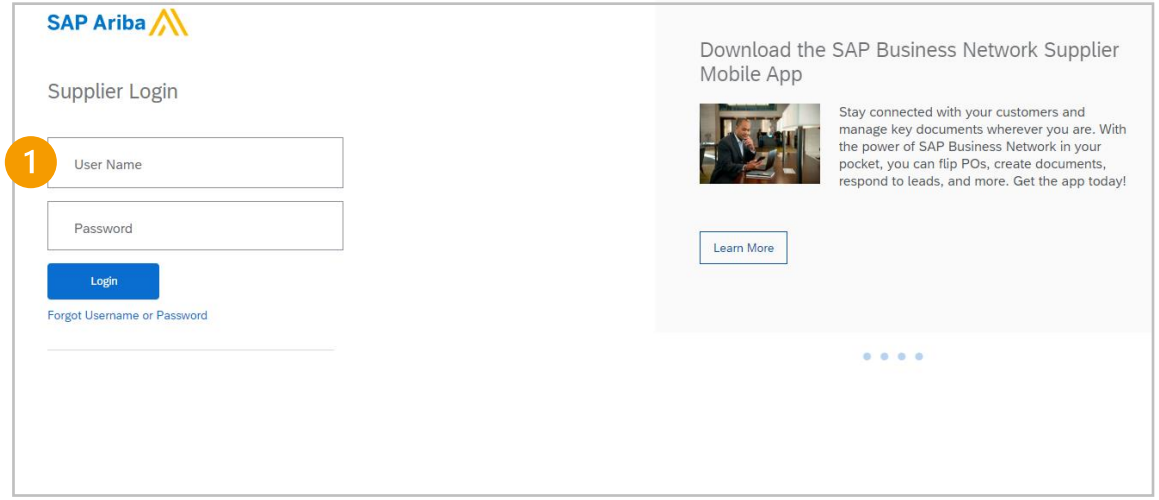
EXPECTED RESULT



FURTHER INFORMATION

Open the qualification questionnaire

EXPLANATION



STEPS

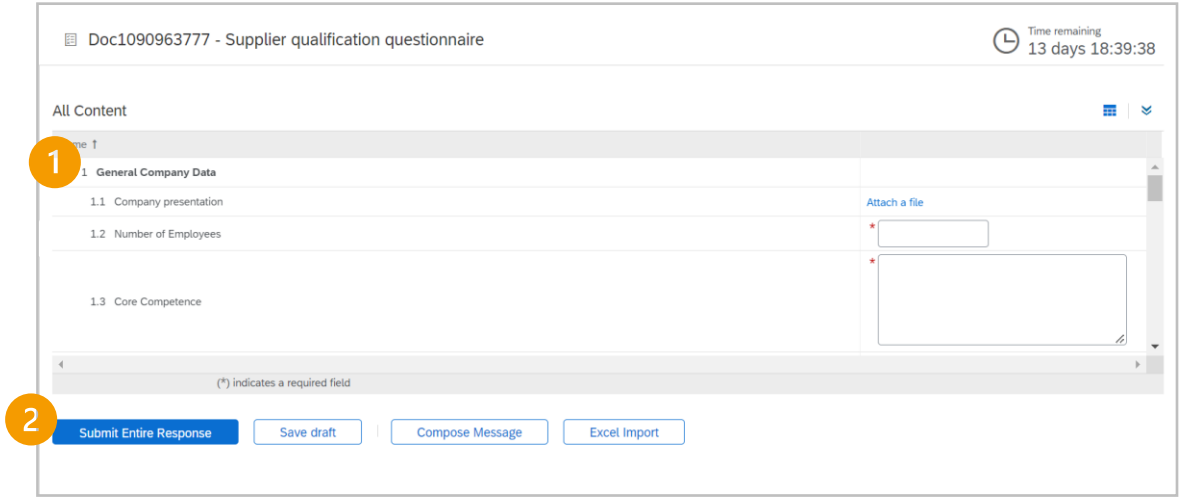
1. Use the user name and the password from the account creation to log in.

EXPECTED RESULT

FURTHER INFORMATION

Fill in the questionnaire

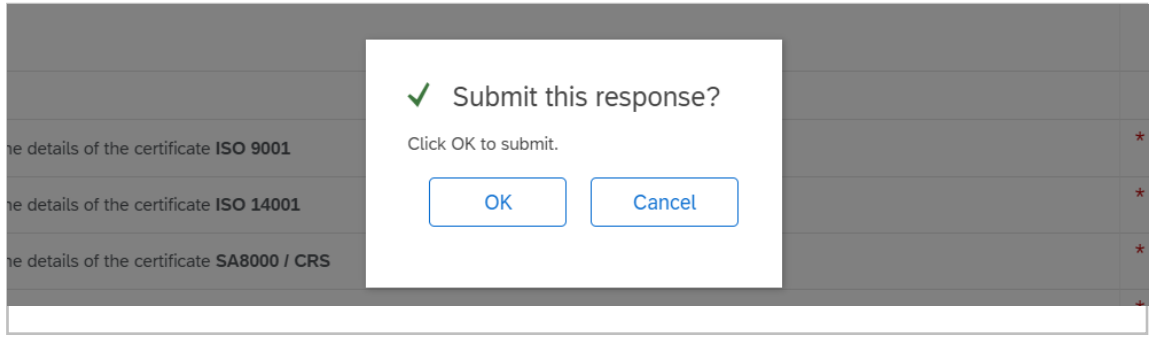
EXPLANATION



STEPS

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

EXPECTED RESULT

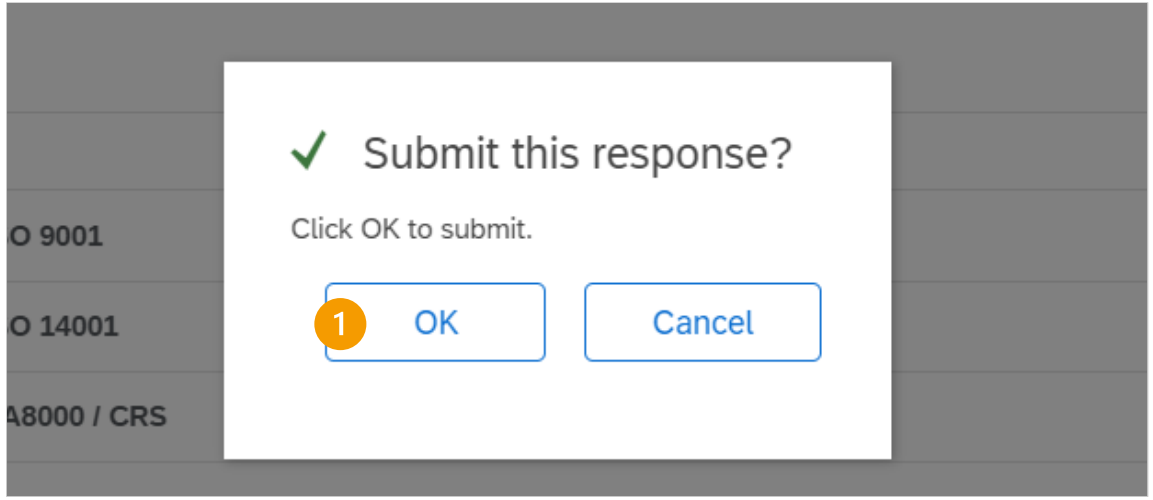


FURTHER INFORMATION

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

Submit the qualification questionnaire

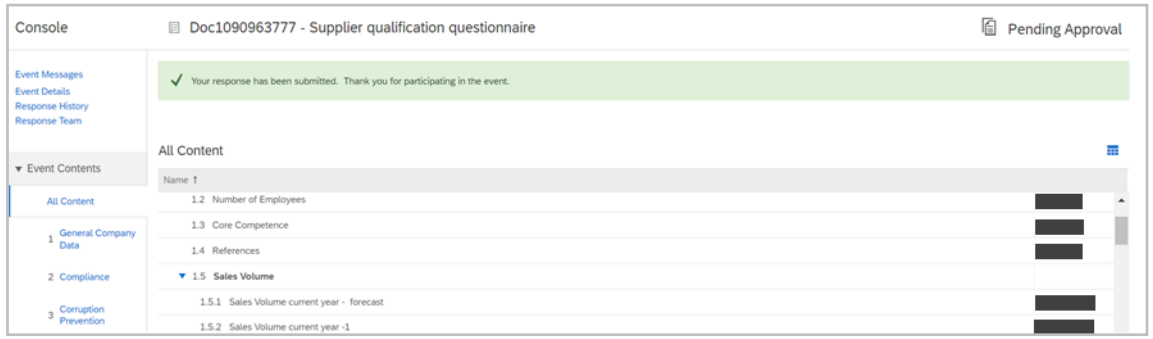
EXPLANATION



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.

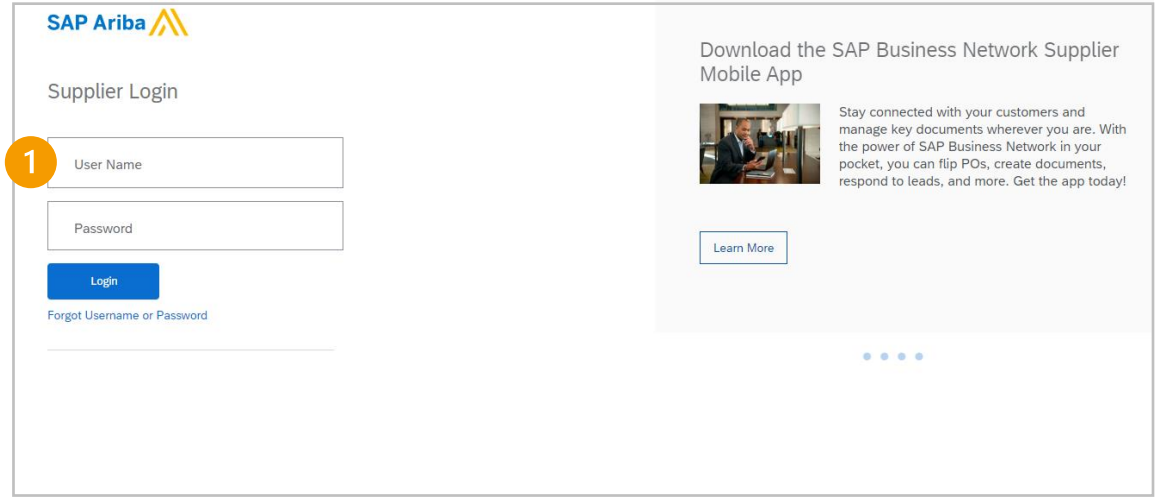
For questions regarding your trading relationship, please contact Miele & Cie. KG - TEST directly.

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

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

Option B: Log in to your SAP Business Network Account

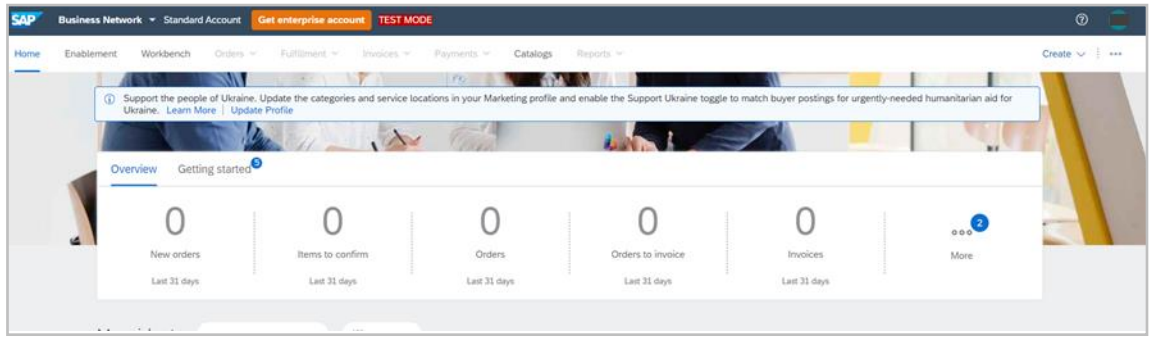
EXPLANATION



STEPS

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

EXPECTED RESULT



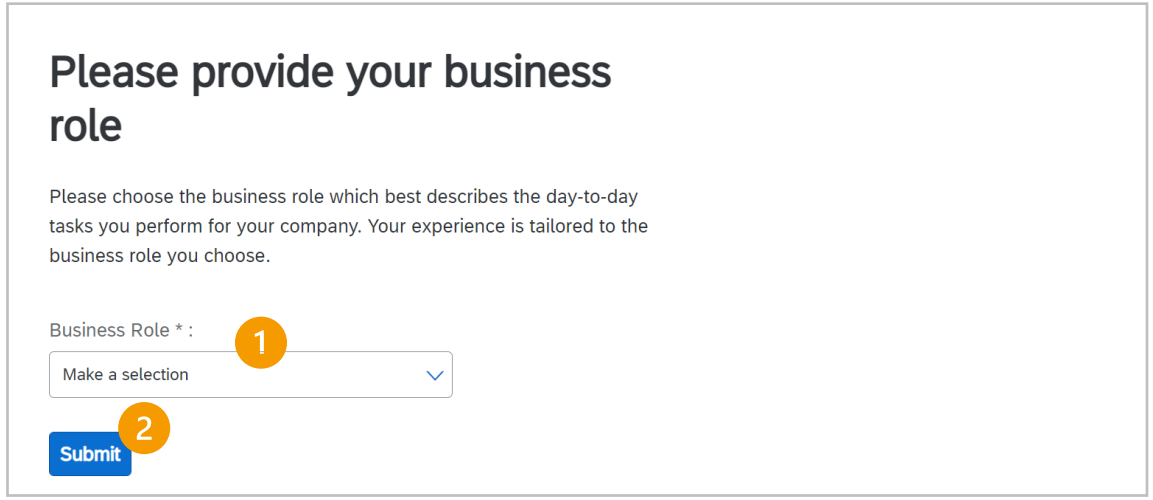
FURTHER INFORMATION

- *Log In-Link: Ariba Network Supplier*

Optional

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

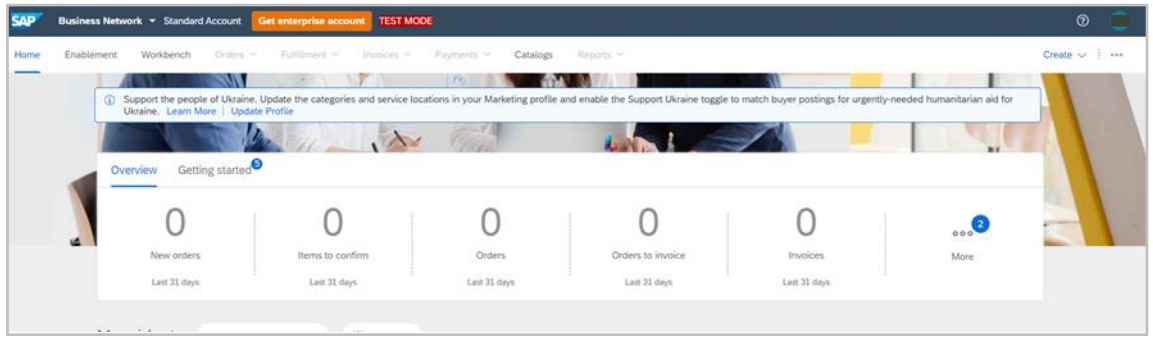
EXPLANATION



STEPS

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

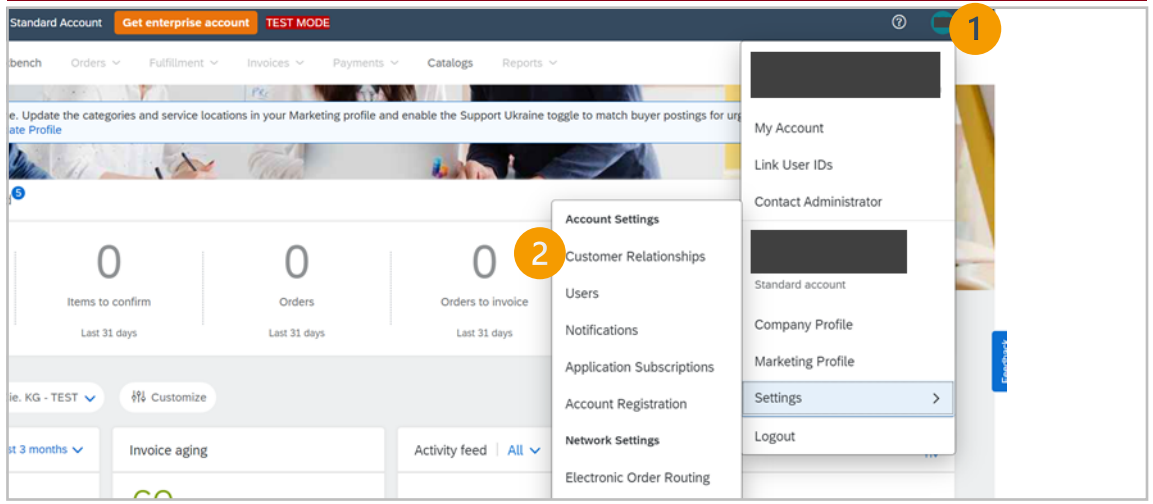
EXPECTED RESULT



FURTHER INFORMATION

Option B: Open the customer relationship settings

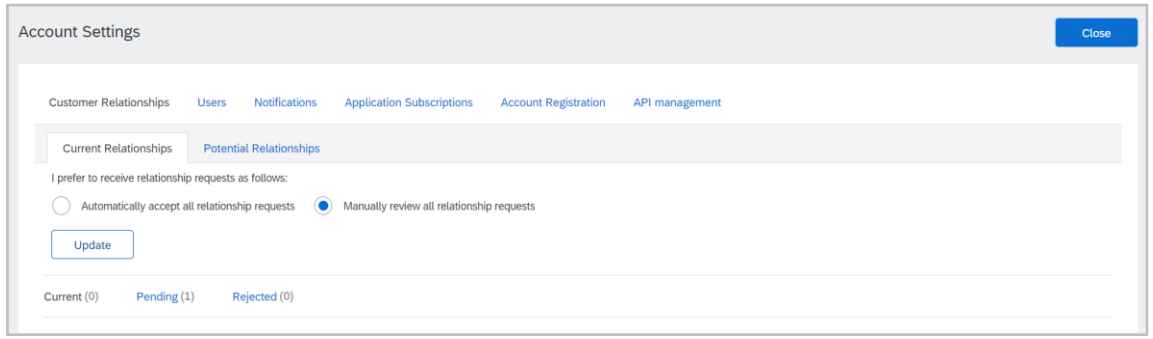
EXPLANATION



STEPS

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

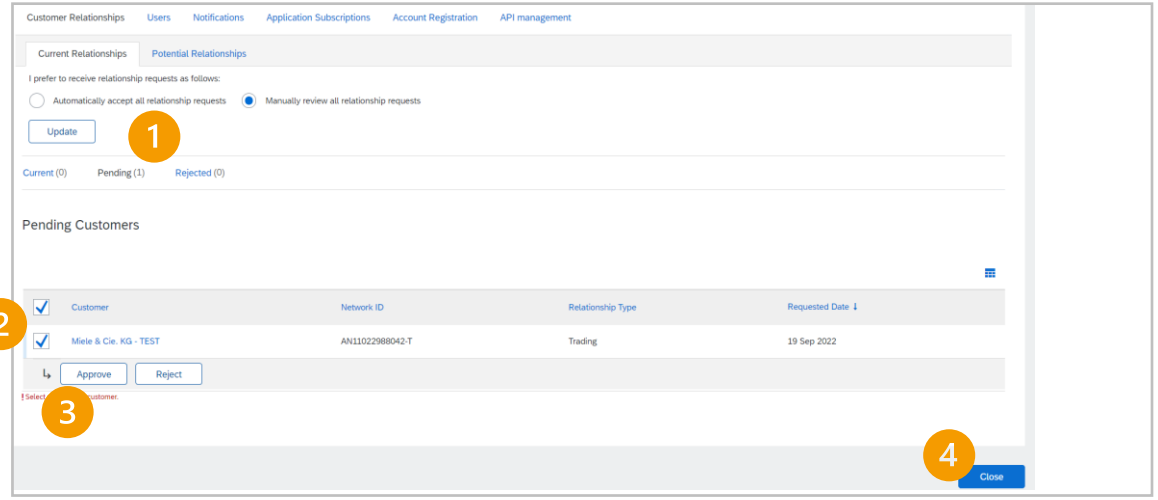
EXPECTED RESULT



FURTHER INFORMATION

Option B: Accept the customer relationship

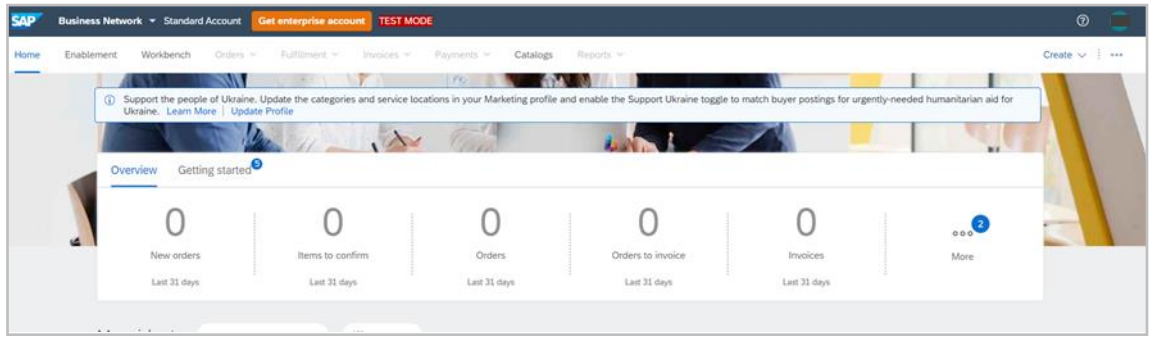
EXPLANATION



STEPS

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

EXPECTED RESULT



FURTHER INFORMATION

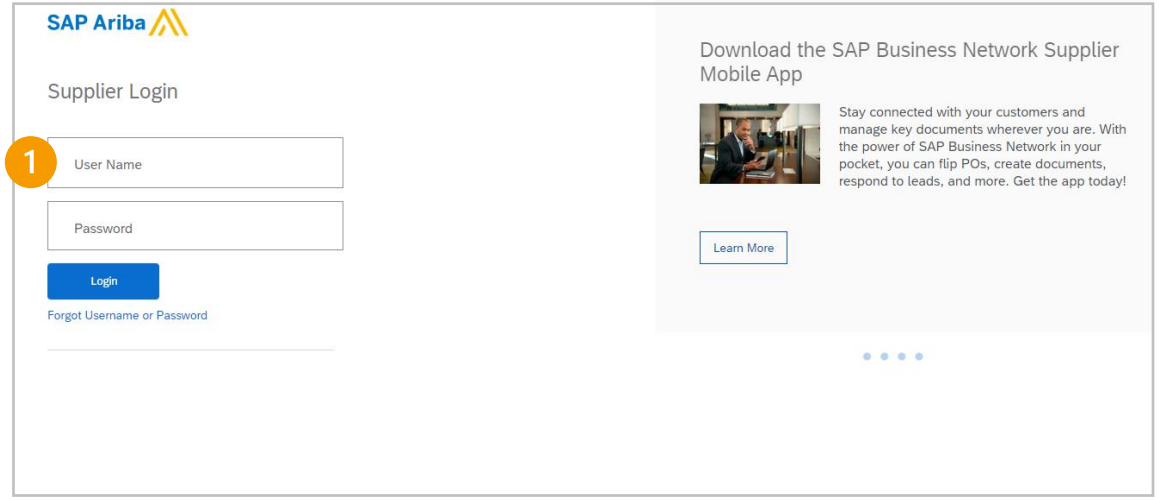
- *After the approval the supplier receives an additional confirmation e-mail*

4.2 Migration to SAP Business Network

4.2 Complete the enablement tasks

Log in to your Business Network Account

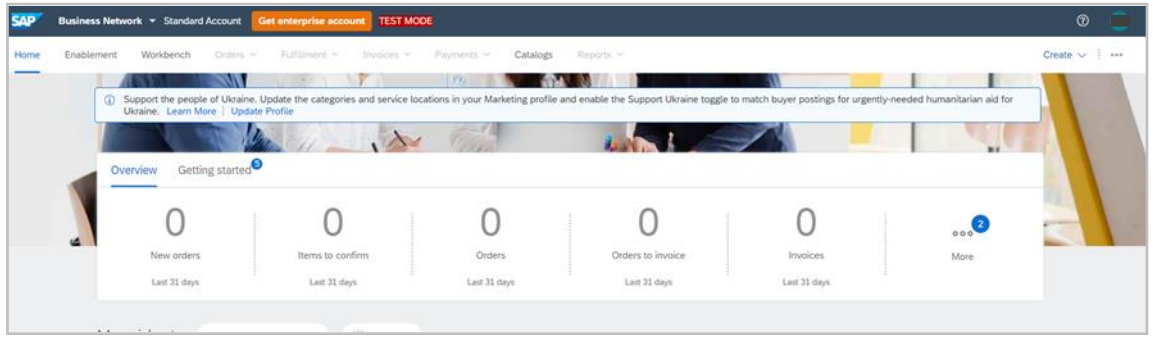
EXPLANATION



STEPS

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

EXPECTED RESULT



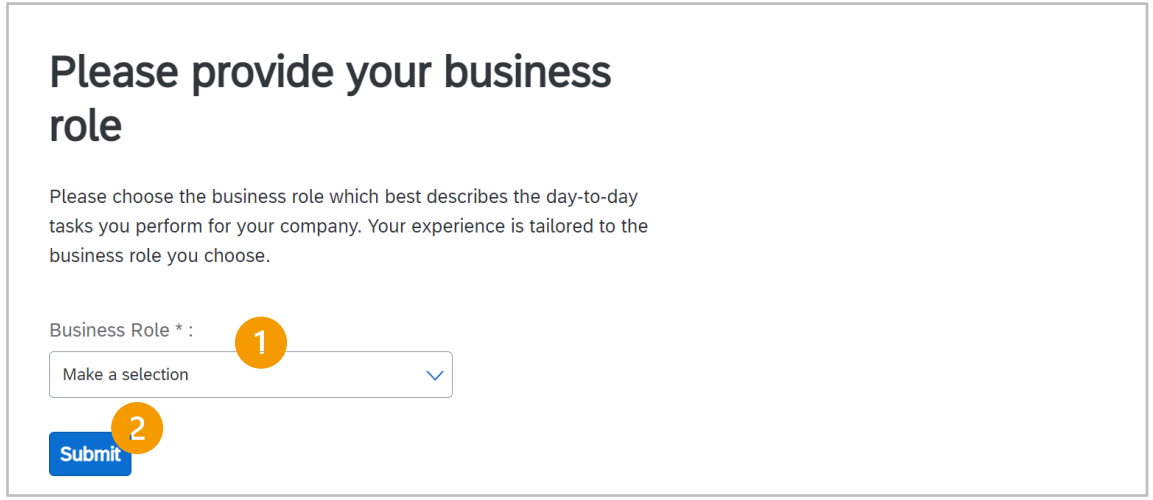
FURTHER INFORMATION

- *Log In-Link: Ariba Network Supplier*

Optional

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

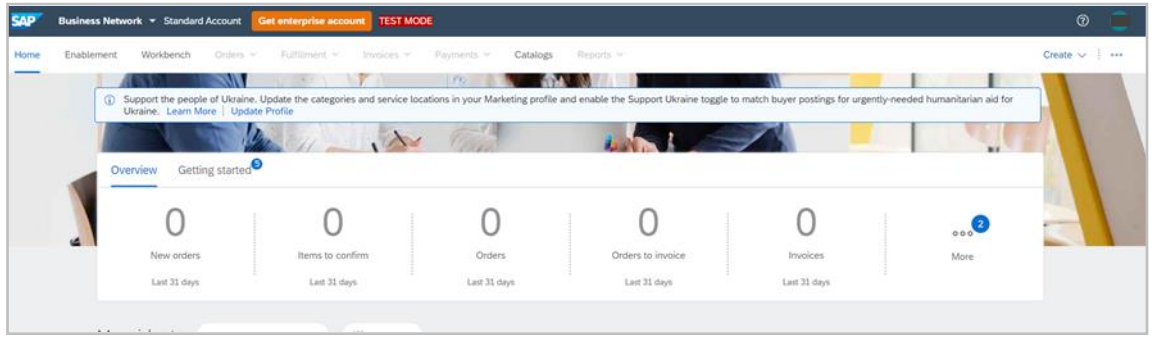
EXPLANATION



STEPS

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

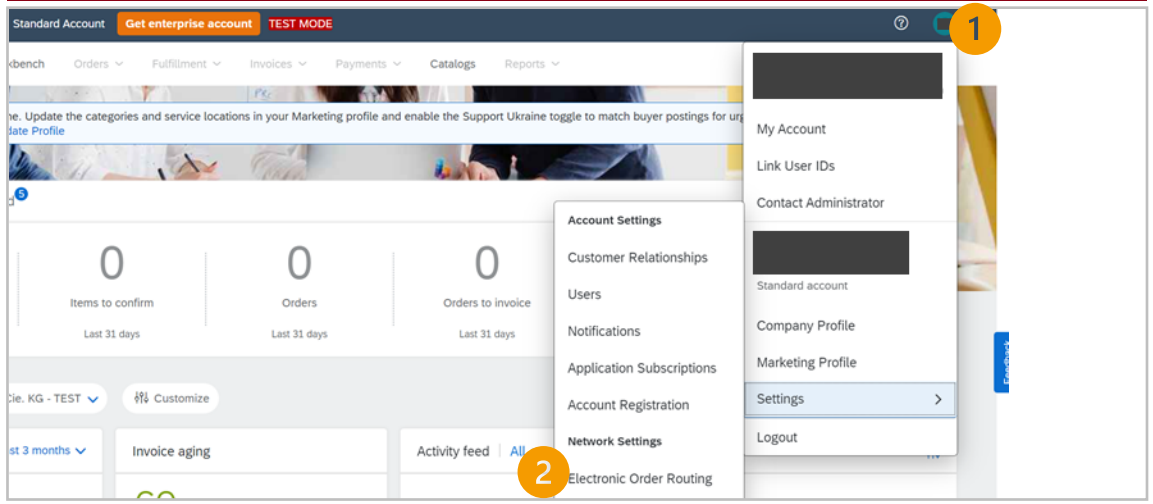
EXPECTED RESULT



FURTHER INFORMATION

Open the electronic order routing settings

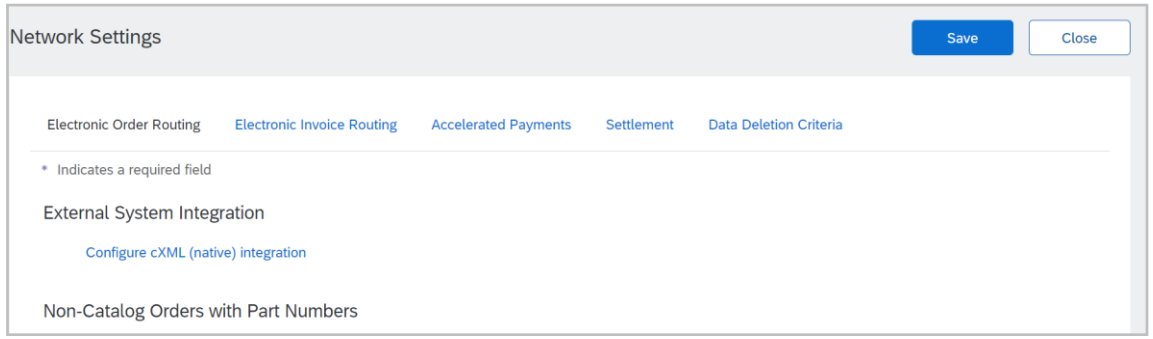
EXPLANATION



STEPS

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

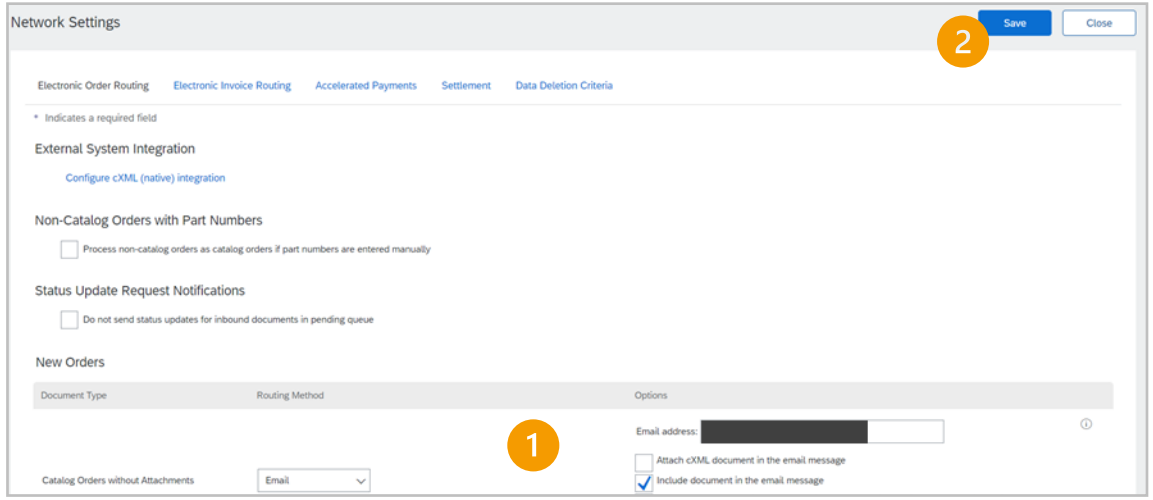
EXPECTED RESULT



FURTHER INFORMATION

Customize the electronic order routing settings

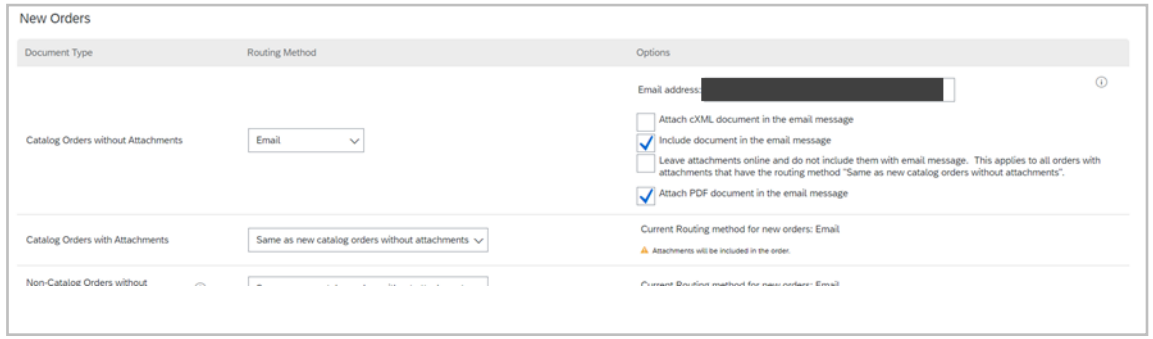
EXPLANATION



STEPS

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

EXPECTED RESULT



FURTHER INFORMATION

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

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