Axpo Group
Standard Account Supplier Training

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Agenda

Speaker Introductions

Axpo Group Initiative Overview

Describe SAP Business Network
- Benefits & Functionalities
- Describe Standard Account

Next Steps
- How to Register
- Enterprise Account Option
- Axpo Group Specifications
- System Demonstration

Contact & Support

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Speaker Introductions

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BPO Procurement & Logistics OneERP, Axpo Group

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Manager Procurement Tools, Axpo Group

Vildana Uštović & Shaïnah Casseres
Enablement Team Member, SAP

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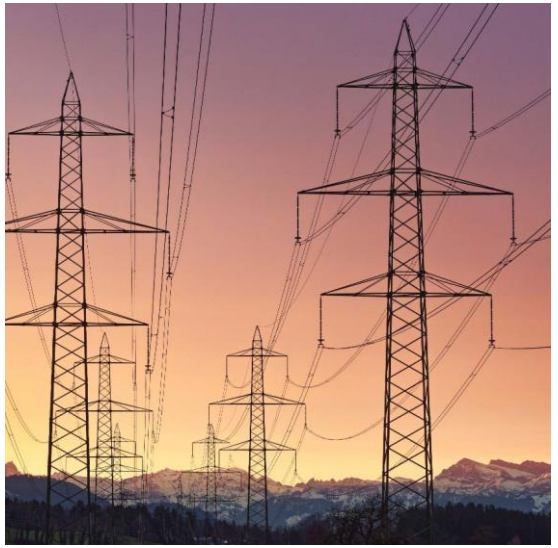
Axpo Group
Initiative Overview

Our corporate strategy

We are moving towards a data-driven and digital organisation

We are expanding our renewable energy business across Europe

We are shaping the energy shift in Switzerland



We are growing in attractive international markets

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Purchasing at the Axpo Group

… supports the Group strategy with uniform Group-wide purchasing processes, standards and tools

Purchasing strategy

Selected digitisation targets:

- No order - no Payment
- System-supported onboarding of new suppliers
- Purchasing volume covered by catalogues
- Reduction of the number of suppliers to an economically reasonable number. Pooling effect promotes cooperation

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Digitalisation

- Ariba supports an efficient, transparent and seamless E-2-E purchasing process
- The platform is integrated into the Axpo Group IT landscape
- We automate as many process steps as possible
- We focus on process efficiency and usability

Join the Ariba network

Benefit from the close connection to our procurement:

- Mutual reduction of process costs
- Possible increase in turnover (pooling)
- Get more rating points than non-registered suppliers by registering for tenders and our supplier ratings

Become part of the Ariba network and register tomorrow!

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Video Speech

CPO, Olaf Schoene

Your contact

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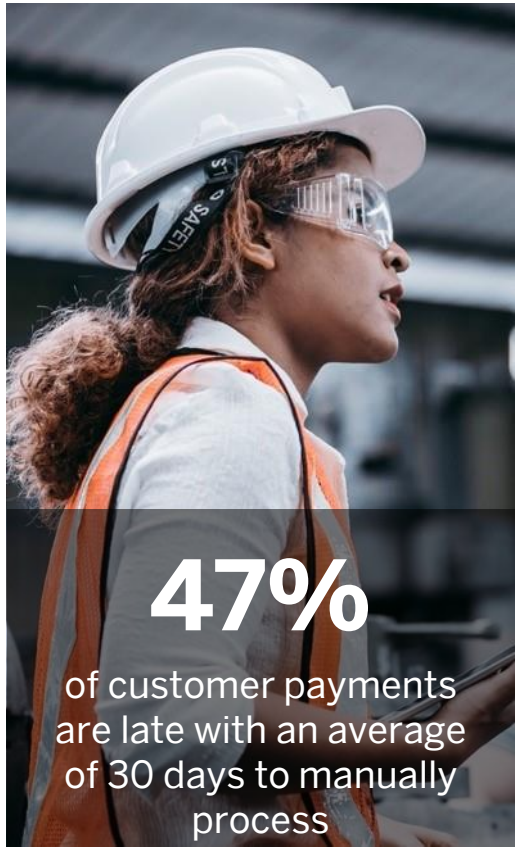
Suppliers face common challenges

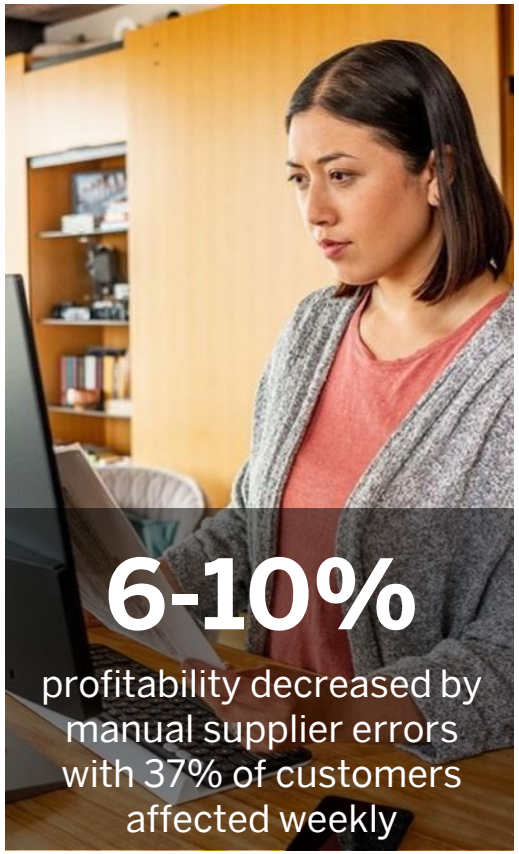


47%

of customer payments are late with an average of 30 days to manually process

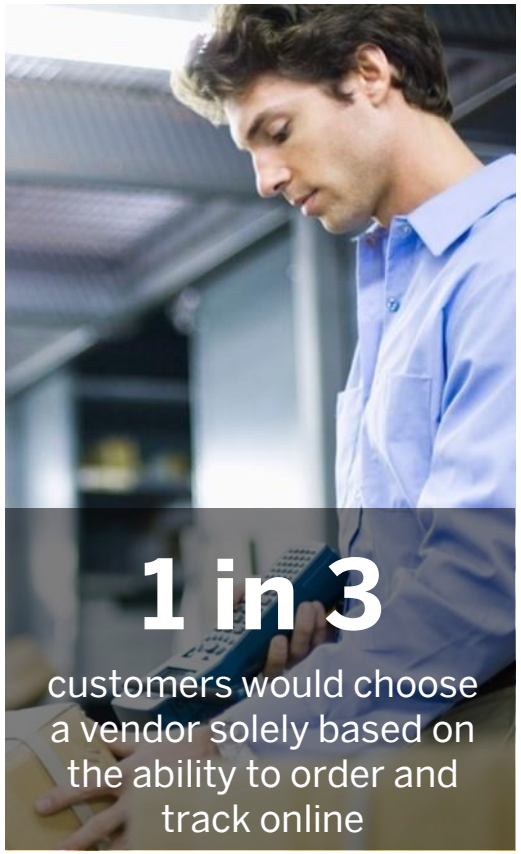
75%

of companies changed their supply chain processes to overcome the pandemic



6-10%

profitability decreased by manual supplier errors with 37% of customers affected weekly



1 in 3

customers would choose a vendor solely based on the ability to order and track online

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Three main reasons to use SAP Business Network

Global Digitalization
Become searchable for customers using the SAP Business Network worldwide

Customer Retention
Support your customer's strategic business plan

Receive faster Payments
Feel confident all order information is complete and accurate

Standard Business Network Cycle

Buyer

Supplier

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What is an SAP Business Network, Standard Account?

- Basic Account that gives you access to SAP Business Network
- Receive interactive email purchase orders
- Send electronic documents through SAP Business Network
- **No fees**
- Intended for low volume suppliers

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TRANSACT WITH EASE AND WITHOUT FEES

Standard Account

Designed to make transactions simple, suppliers can stay on top of buyer needs even with limited eCommerce experience.

Standard account is ideal for reviewing and sending documents, publishing electronic catalogs, and more.

FREE FOR ANY SUPPLIER

- No document related fees or transaction limits
- Receive & respond to POs with electronic documents (e.g. Order Confirmations, Ship Notices, Service Sheets or Invoices)
- Check document status updates
- Manage catalogs

CENTRALIZED ACCESS

- Online portal and supplier mobile app to access all relevant information & documents
- Receive real-time notifications from buyers via email and mobile app push notifications
- Access other SAP Business Network solutions like Discovery* on one single account

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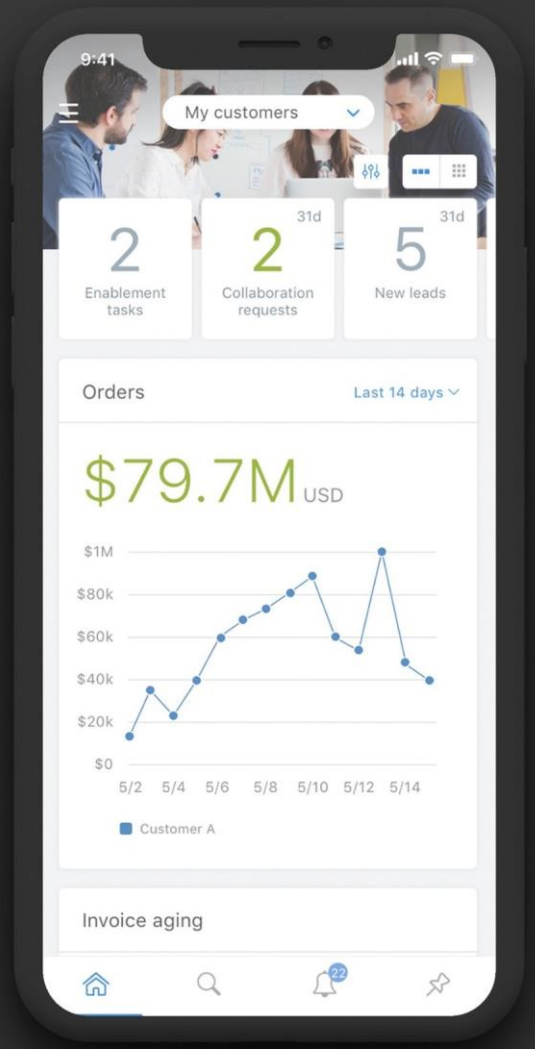
*Although the standard account is free, using additional advanced capabilities and other solutions may incur fees



STAY UP-TO-DATE

Supplier mobile app

SAP Business Network Supplier mobile app helps suppliers take their business on-the-go. Regardless of the account type, suppliers can stay connected with their customers on their iPhone or Android devices.

Key mobile app features

- **Get real-time notifications**
- **Create documents on-the-go**
- **Find documents fast**
- **Improve invoice visibility**

With quick and easy biometric login and availability in over 24 languages, the mobile app is the best way to be more responsive and better informed.

LEARN MORE

App Store

Google Play

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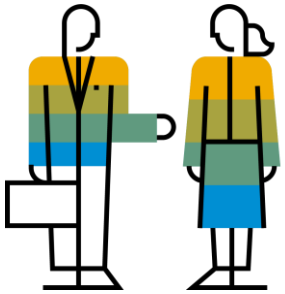
Proposals & Questionnaires vs. Business Network

Your customer will invite suppliers to Proposals & Questionnaires (Sourcing) for:



Request for Proposals

Contracts

Your customer will require Suppliers to use Business Network for:

Receive Purchase Orders

Send electronic documents

Provide electronic catalogs (optional)

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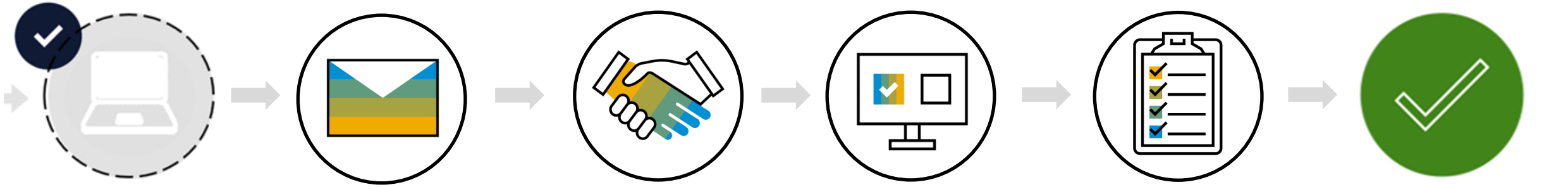
Next Steps

Overview



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Next Steps

Step 1 – 3

Invitation to SAP Business Network

Create Account or Login

Registration Questionnaire

You will receive the SAP Business Network invitation email of your customer via email. Please accept the invitation and complete the registration questionnaire.

IMPORTANT:

Before you accept the invitation:

1. Align internally
2. Designate / Know administrator

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Connect with your customer

Please Note: Ariba Network = SAP Business Network

Review how to **accept the SAP Business Network invitation** of your customer and complete the **registration questionnaire**

Click here

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Next Steps

Already have an Enterprise Account?

A. Manage two separate Accounts

Create a new Standard Account for this relationship once you receive the invitation email.

The relationship with your customer will remain free of charge.

B. Add Customer to your Enterprise Account

Log in to your Enterprise Account once you receive the invitation email.

Adding the customer to your existing Enterprise Account may incur fees.

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GROW AND AUTOMATE YOUR BUSINESS

Enterprise Account

For suppliers with more advanced needs, an enterprise account may be a better fit.

Enterprise accounts are paid accounts based on usage.

ADVANCED CAPABILITIES

- Automate specific processes with machine-to-machine integration
- Priority support, enablement, and educational training courses
- Archive invoices
- Sales and transaction reporting
- Lead generation capabilities

IDEAL FOR

- Suppliers who are more experienced with eCommerce
- Are looking to grow or strengthen their business on SAP Business Network
- Have buyer specific needs that are not supported by standard account such as payment capability

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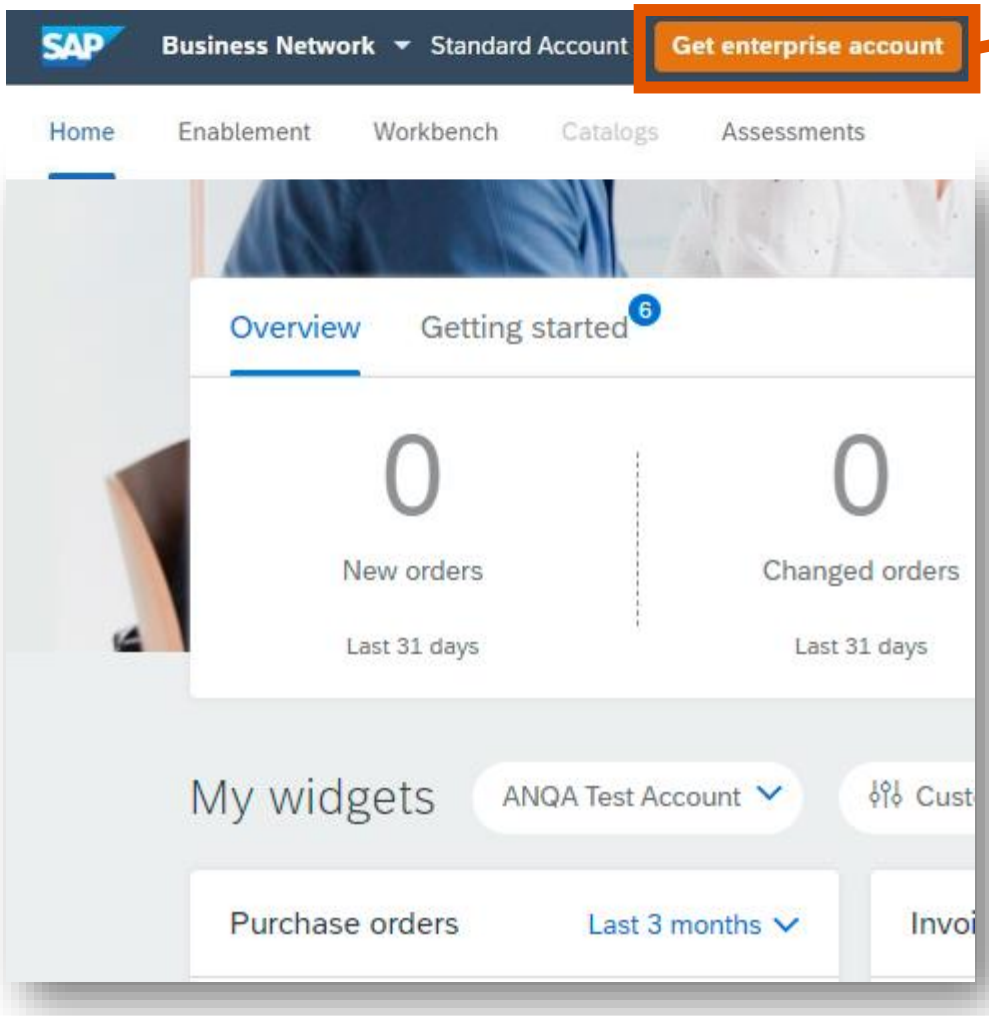
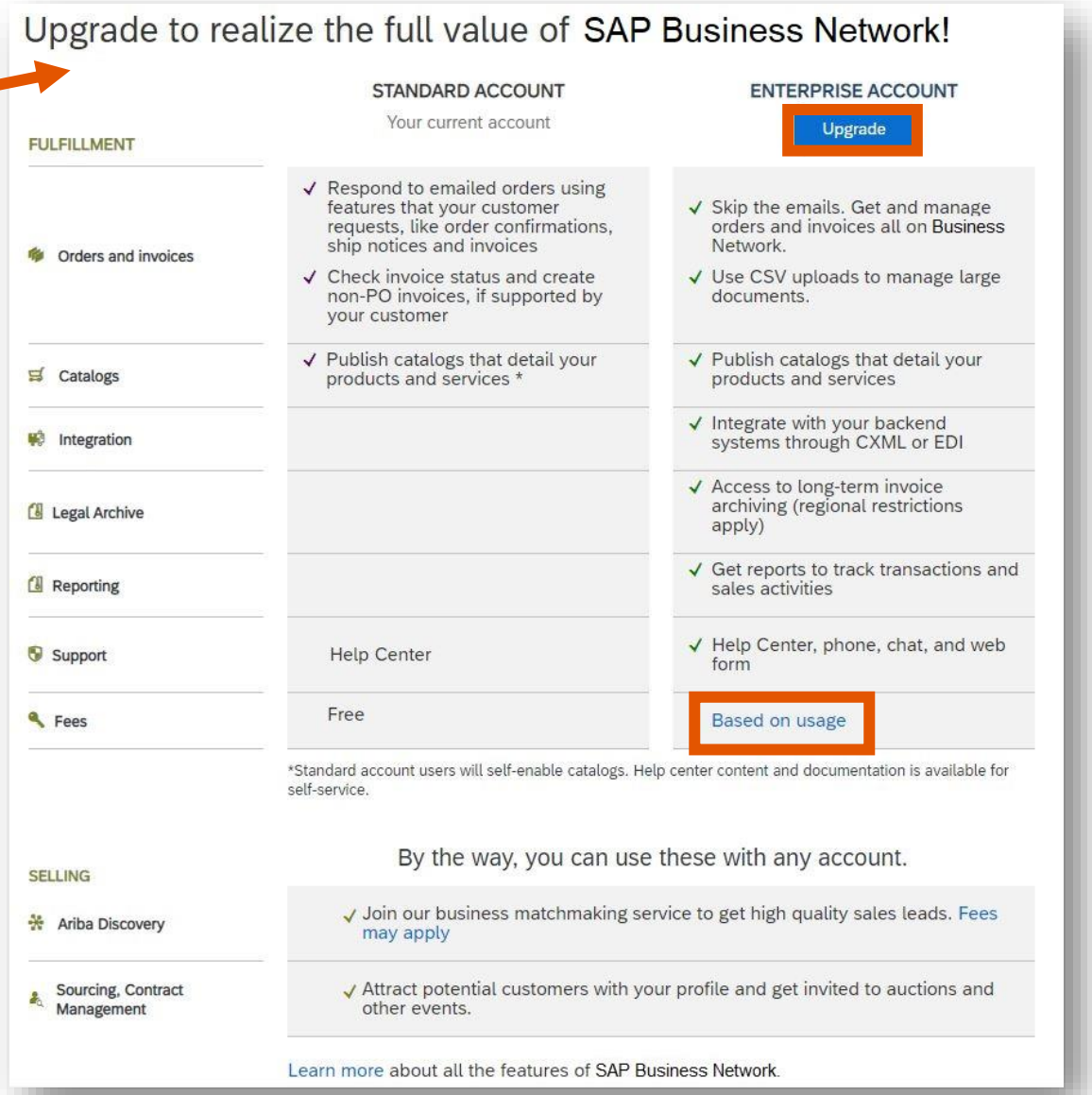
Account Capabilities Comparison

Features	Standard Account	Enterprise Account
Access	Email notifications/workbench	Online dashboard/workbench
Company Profile	✓	✓
Purchase Order, Order confirmation (full & partial), Ship Notice, Service Entry Sheet, (Non-PO) Invoice, Credit Memo	✓	✓
Electronic Catalogs	✓ Self-service only	✓
Document status	Email notifications/workbench	• Workbench with easy access from any browser • Topical tabs
Legal Archive	Email notification and online download	• Long-term archiving for global compliance (Regional restrictions apply) • Capability to mass download invoices for local archiving
Support	Online Help Center • Documentation • Training videos • User recommendations or tips	• Support via phone, chat, or email • Direct access to enablement experts for onboarding assistance • Technical support for configuration and integration assistance • Online educational training courses
Integration	✗	✓
Reporting	✗	✓
Multiple customer relationships	✓	✓
Multi users	✓	✓
Mobile App	✓	✓
Discovery	✓ Fees may apply to respond to leads. Click here for more information.	✓ Fees may apply to respond to leads. Click here for more information.
Fees	FREE	Fees may apply, See complete details.

How to upgrade from Standard Account to Enterprise Account





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Next Steps

Step 4

Complete Enablement Tasks

After the completion of the registration questionnaire, you'll need to log into your SAP Business Network account to complete the **Enablement Tasks**.

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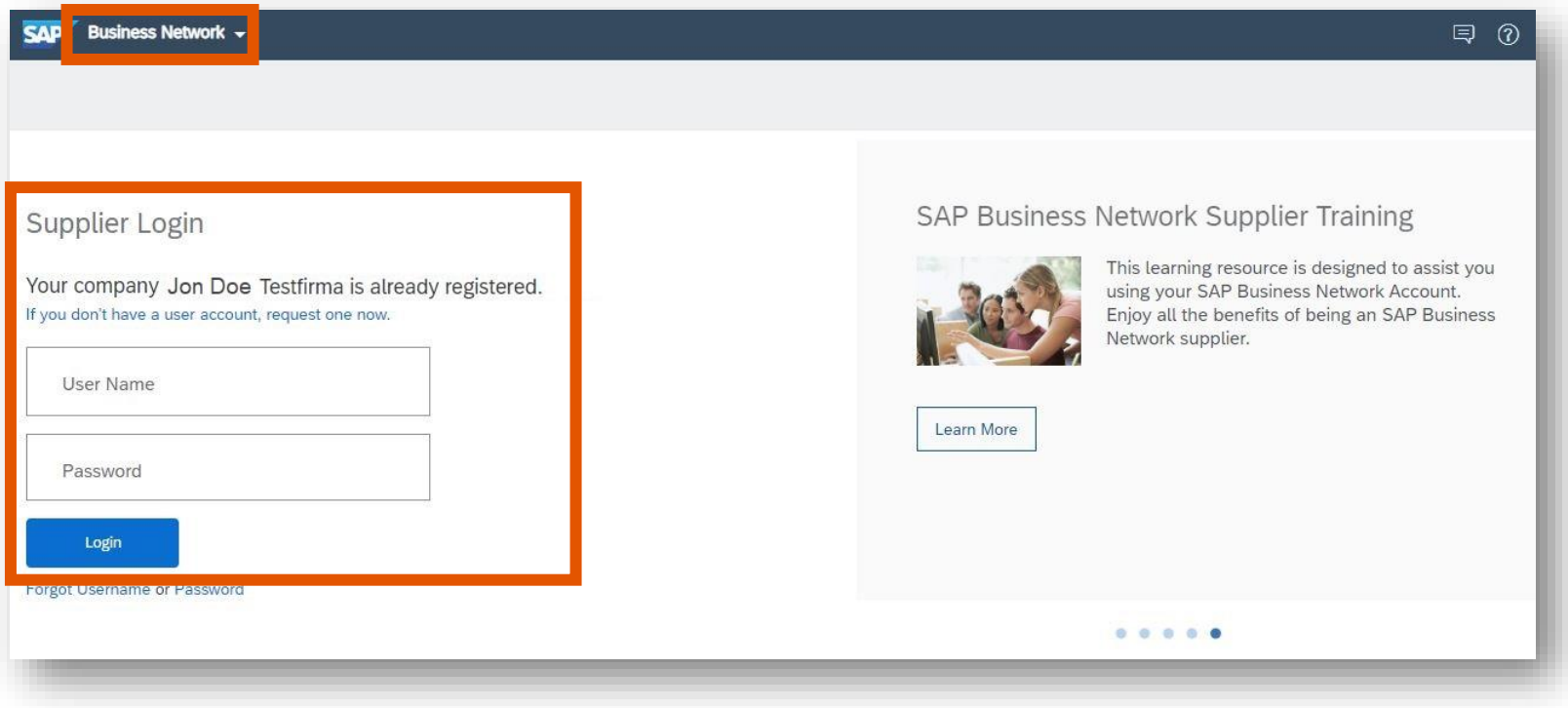
Next Steps

Step 4 – Enablement Tasks

https://supplier.ariba.com



Your customer will use SAP Business Network for **Proposals & Questionnaires** and for **exchanging electronic documents**.

You can click on **Business Network** in the up left corner at any time to switch between Proposals & Questionnaires and Business Network.

Please log in or switch to **Business Network** to complete the **Enablement Tasks** for your customer.

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Configure Email Notifications

Purchase Orders & Invoices

Review how to configure email notifications for Purchase Orders & Invoices

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Next Steps

Completed

Ready to Transact with your Customer

Congratulations, you are now ready to transact with your customer!

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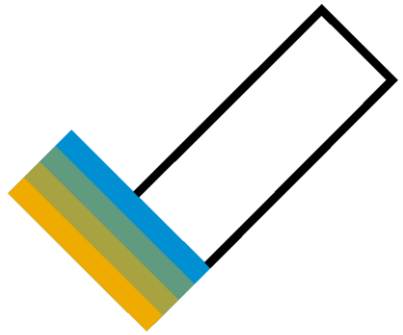
Axpo Group Project Specifics

Document Scope

In Scope for Axpo Group with SAP Business Network:

- Purchase Orders (mandatory)
- Order Confirmations
- Ship Notices
- Service Entry Sheets
- Invoices (mandatory)
  - PO Invoices
  - Non-PO Invoices
  - Service Invoices
  - Blanket PO Invoices (BPO Invoices)
  - Credit Memos (line level)



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Let’s see how it works!

Learn how to transact on SAP Business Network

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Contact & Support

Business Related Questions

AribaOnboarding@axpo.com

SAP Business Network Related Questions

- Help Center – access via account or click here
- Standard Account Specific Documentation
- SAP Business Network Supplier Training Page

Supplier Information Portal

Go to Website

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Thank you.

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