

Functional Guide Step-by-Step

For suppliers who use Enterprise Account

■ ACCEPT TRADING RELATIONSHIP REQUEST

Learn how to accept the trading relationship request from your customer, using an existing account in SAP Business Network.

■ GET READY TO TRANSACT (Using existing account)

Introduction of Purchase Order email / Existing account arriving into Purchase Order details page on the SAP Business Network

■ ORDER CONFIRMATION

How to process an Order Confirmation

■ ADVANCE SHIP NOTICE

How to process a Ship Notice

■ ACCOUNT OVERVIEW

How to resend PO/INV/Company Settings/Customer Relationships/Supplier Information Portal/General Notifications/Account Upgrade/Help Center Overview

■ INVOICE

How to process an Invoice

■ CREDIT MEMO

How to process a Credit Memo

■ GOODS RECEIPT

How to receive and process a Goods Receipt

■ ROUTING NOTIFICATIONS

How to configure the Purchase Order & Invoice routing notifications

■ USER CREATION

How to create a new user in Ariba Network

■ HELP CENTER

Introduction of Help Center and how to create a case for Technical Support