## SAP Business Network – Which Account are you using – Parts 1



## Name of Account Screen Always confirm what Account you are in at the top of the Screen **SAP Business Network Transacting Account** SAP Business Network -5 The Transacting Account is where Suppliers receive Purchase Orders from Buyers and/or send Invoices to their Buyers. Unlock additional benefits Supplier sign-in Are you familiar with the next wave of benefits The Relationship is created through an invitation sent from your Buyer and can be Username Username SAD **Business Network** either an Enterprise Account (may attract fee's) or a Standard Account (fee-free) Enter vour username Next Account sign in Next Forgot username Forgot username New to SAP Business Network? New to SAP Business Network? Learn more **Ariba Sourcing - Proposals and Questionnaires** Ariba Proposals and Questionnaires 5 ? This is a "sourcing: module where Buyers will reach out to receive Request for Quotes, Request for Information, Surveys or Request for Product and are called Events SAP Ariba Unlock additional benefits Usually handled by the Sales Team or Bids Team to participate in and win the work Are you familiar with the next wave of benefits Supplier Login that come with an enterprise account? By upgrading, you can leverage new ways to grow The credentials (username and password) can be used to access both the Sourcing ind strengthen your business User Name and Transacting Accounts but you will need the correct permissions Learn More

Password

Forgot Lisemame or Passwon

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## SAP Business Network – Which Account are you using – Parts 2



| Name of Account   | Screen   |
|---|--|
| Always confirm what Account you are in at the top of the Screen   |  |
| Changing Accounts from Within the Account<br>Click on the Down Arrow next to the name of the account<br>Always use the credentials your System Administrator has created for you.<br>When creating an Account, you should use the credentials you already have<br>Creating a new account will assign you as the System Administrator and only you can<br>access sections of the account | SAP Business Network Enterprise Account   Hone Ariba Proposals & Questionnaires   Ariba Proposals & Questionnaires   Ariba Contract Management   rs and Releases   All customers   Verview   Getting started     Coverview   Getting started     All 307   More   All 307   New orders   New orders     Changed orders     Orders   New orders |
| Enterprise Accounts – Production & Test<br>Only Purchase Orders sent directly to the Test account can be seen   | Business Network   Enterprise Account  Business Network  Enterprise Account  |
| Standard Accounts   | Business Network  Standard Account Get enterprise account  |
| <b>Greyed Out Account Names on the Sign on Screen</b><br>The account you are in will be greyed out when displaying the drop-down Menu   | Business Network <ul> <li>Ariba Proposals And Questionnaires</li> <li>Ariba Contracts</li> <li>SAP Business Network</li> </ul> Supp              Ariba Proposals and Questionnaires <ul> <li>Ariba Proposals And Questionnaires</li> <li>Ariba Contracts</li> <li>SAP Business Network</li> </ul>  |