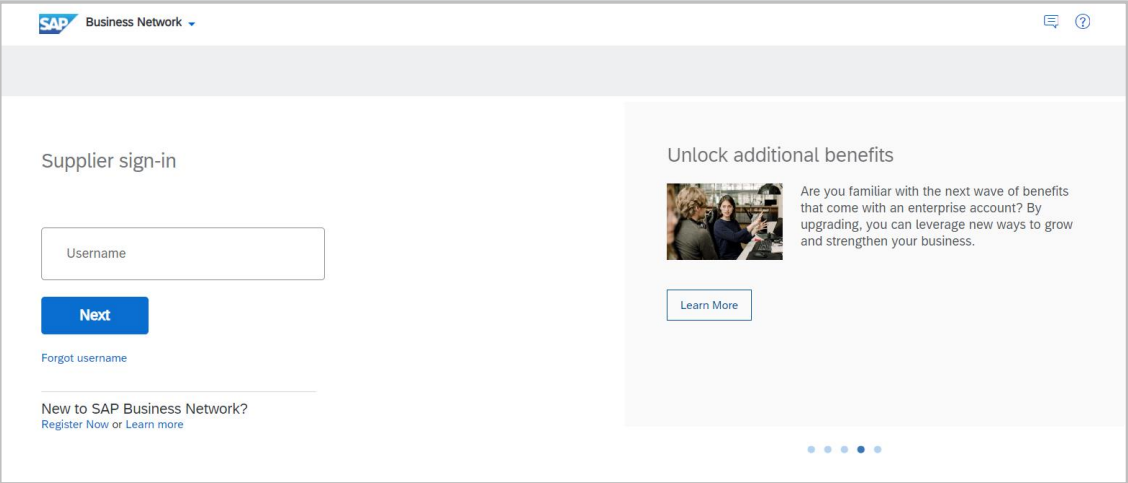
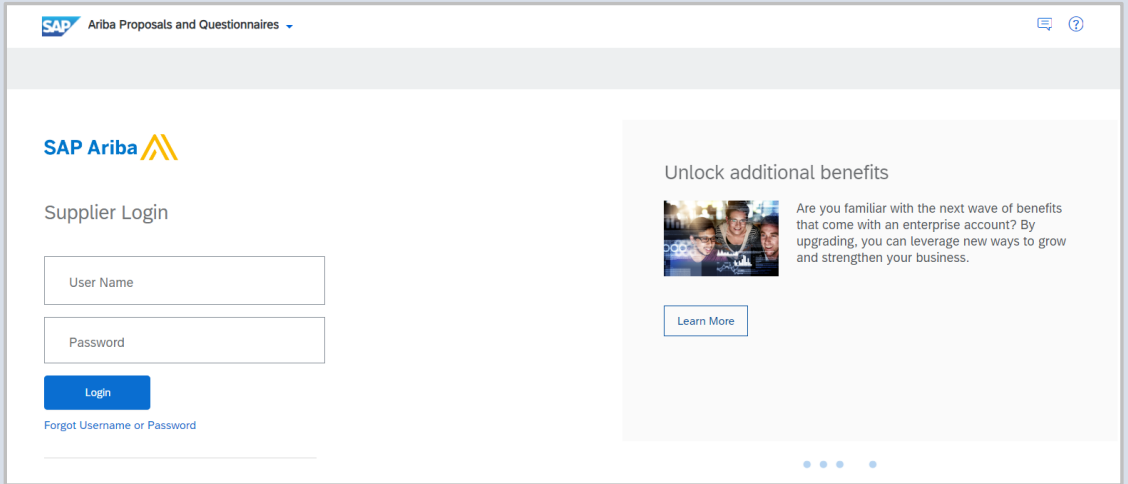
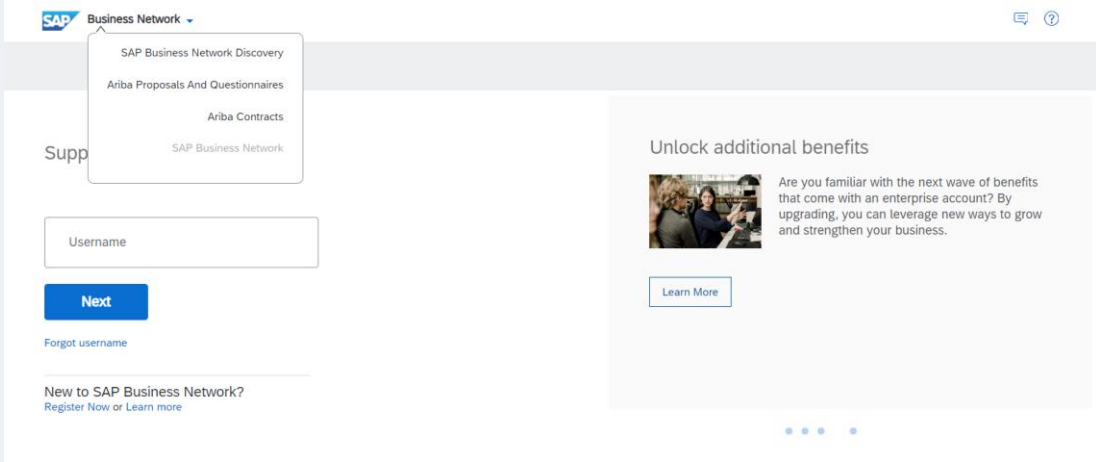

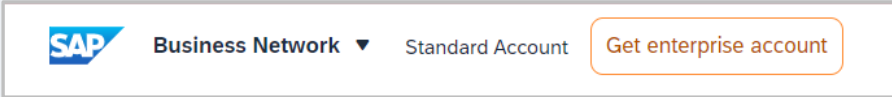




Name of Account	Screen
<p>Always confirm what Account you are in at the top of the Screen</p>	
<p>SAP Business Network Transacting Account</p> <p>The Transacting Account is where Suppliers receive Purchase Orders from Buyers and/or send Invoices to their Buyers.</p> <p>The Relationship is created through an invitation sent from your Buyer and can be either an Enterprise Account (may attract fee's) or a Standard Account (fee-free)</p>	 <p>The screenshot shows the 'Supplier sign-in' page for SAP Business Network. It features a 'Username' input field, a blue 'Next' button, and a link for 'Forgot username'. Below the login fields, there are links for 'New to SAP Business Network?' with options to 'Register Now' or 'Learn more'. On the right side, there is a promotional banner titled 'Unlock additional benefits' with a small image of people and a 'Learn More' button.</p>
<p>Ariba Sourcing - Proposals and Questionnaires</p> <p>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</p> <p>Usually handled by the Sales Team or Bids Team to participate in and win the work</p> <p>The credentials (username and password) can be used to access both the Sourcing and Transacting Accounts but you will need the correct permissions</p>	 <p>The screenshot shows the 'Supplier Login' page for SAP Ariba. It features 'User Name' and 'Password' input fields, a blue 'Login' button, and a link for 'Forgot Username or Password'. On the right side, there is a promotional banner titled 'Unlock additional benefits' with a small image of people and a 'Learn More' button.</p>



Name of Account	Screen
Always confirm what Account you are in at the top of the Screen	
<p>Changing Accounts</p> <p>Click on the Down Arrow next to the name of the account</p> <p>Always use the credentials your System Administrator has created for you.</p> <p>When creating an Account you should use the credentials you already have</p> <p>Creating a new account will assign you as the System Administrator and only you can access sections of the account</p>	
<p>Enterprise Accounts – Production & Test</p> <p>Only Purchase Orders sent directly to the Test account can be seen</p>	
<p>Standard Accounts</p>	
<p>Greyed Out Selections</p> <p>The account you are in will be greyed out when displaying the drop-down Menu</p>	