

SAP Business Network – Invitations from your Buyer/Customer



You receive an email from your Buyer/Customer – it appears to be an Invitation or interactive Email



Determine whether the invitation is for a Transacting or Sourcing Account



Always access the SAP
Business Network login
from within the invitation –
irrespective of account type
or invitation type



Confirm with a colleague or leader if there is already an SAP Business Network Account that should be used before creating a new account



Once you either log in to an existing account or create a new account from the email, the relationship with that customer will now be established on that ANID



Review Matched Accounts to identify if an account already exists that should be used. Use the Contact Administrator Button to be added as a User



Interactive Emails can be in the form of a Purchase Order, Invoice or even an Event. This process can be used for either an SAP Business Network Transacting Account or an SAP Ariba Proposals & Questionnaires Did you know?

Special note for Sourcing Invitations:
When accessing a Sourcing Invitation, only the person who receives the invitation can access the event, you cannot forward a Sourcing invitation, if the invitee is the incorrect person contact the Buyer who sent it.

A Private account occurs when the user has discontinued the account registration process, however, although the account is Private only the creator of the account can access it. Public accounts have accepted the Terms of Use and Privacy Statement completing registration.

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