Anonymous 5-question Survey QR code or **Click Me**

SAP Business Network – What are Transaction Rules?

Accessing Buyer Transaction Rules

1. Log on to the SAP Business Network click on your initials on the top right of the screen
2. Click on **Settings** > Select **Customer Relationships**
3. Locate the Customer (Buyer) you wish to see the Transaction Rules for and click on the name of the Buyer
4. The Transaction Rules for the selected Buyer will be displayed, use "Ctrl+F" to open a search bar and search for specific items, for example, Invoices
5. Clicking on the ⓘ provides more information about the rule and provides information
6. In order to see the Transaction Rules, your System Administrator must have given you the "Customer Relationships" permission.

QUICK TIPS

Transaction Rules are the parameters that your Buyer requires as part of transacting with you using the SAP Business Network. Only the Buyer can update rules and the Transaction Rules are managed and decided on by the Buyer.

Did you know?

Each Buyer may have different requirements, for example, a Buyer may not want an Order Confirmation whereas another identifies it as Mandatory. A Buyer could not allow Invoices to be backdated or requires suppliers to add a letter or number to the invoice number for rejected invoices.

QUICK TIPS

If you cannot see the "Customer Relationship" tab then you will not be able to access Buyer Transaction Rules. You will need to contact your account administrator to change your user permissions to allow access.