Welcome!

Congratulations on joining SAP Business Network as a supplier. You're now part of a global network of 4 million companies. Leading businesses like yours have leveraged their SAP Business Network Enterprise Accounts to grow their business, improve operational efficiencies, and deliver a better experience to their customers.

Your supplier account has been designed to make transacting with your customers as easy as possible. To get started and trained on how to use your SAP Business Network account with City of Houston, please follow the steps below:
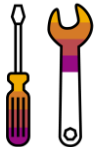
1

Visit our Supplier Training page

Learn how to set up and operate your supplier account on our detailed Supplier Training Page. If the above hyperlink doesn't work, copy-paste the following link in your browser instead:
https://support.ariba.com/Adapt/Ariba_Network_Supplier_Training/

2

Review the specifics of transacting with City of Houston

Make sure to read through the present document to become familiar with all business specific actions and requirements set up by your customer. This document will help you navigate through the detailed content of our Supplier Training Page.

We wish you a lot of success using SAP Business Network!

TABLE OF CONTENTS

SCOPE OF CITY OF HOUSTON'S PROJECT

This section specifies which documents will be transacted through SAP Business Network. Some of them will be mandatory, others will simply be available and considered optional.

Supported Documents On this SAP Business Network relationship	Not Supported Documents On this SAP Business Network relationship

Purchase Orders (PO)
Orders from your customer sent through SAP Business Network
• **Goods**
• **Services**
   o **Planned –** defined service quantity/price
   o **Unplanned –** undefined service quantity/price
 	
Invoices
Your company's invoices for goods/services delivered including:
• **Partial Invoices** for invoicing only a part of the PO
• **Service Invoices**
 	
Credit Invoices/Credit Memos
Item level credits; price/quantity adjustments
	Blanket Purchase Orders (BPO)
	
	Purchase Order Confirmations (OC)
	Confirmation of your company's ability to provide the goods/services on the PO. Applies against a whole PO or line items.
	
	Ship Notices (ASN)
	Advice to your customer on what has been shipped and delivery date.
	
	Service Sheets (SES)
	Pre invoice validation/approval of services and service delivery times.
	
	Other Invoices
	• **Purchasing Cards (P-Cards) invoices**
	• **Summary or Consolidated Invoices**
	• **Non-PO Invoices** (PO not received through the Network)
	• **Blanket Purchase Order (BPO) invoices**
	• **Contract Invoices**
	
	Header Level Credit Memos
	
	Remittance Advices
	Informational documents advising which invoices were paid and the amounts; used for reconciliation purposes.
	
	Goods Receipt Notices
	Informational documents advising the correct receipt of goods by your customer.

SETTING UP YOUR ACCOUNT

This section covers what the minimum set up requirements are in your SAP Business Network account to transact successfully.

Please make sure you complete at least the following chapters of the *Account* Administration section on the [Supplier Training Page](#).

- Complete your Company Profile
- Complete your Enablement Tasks
- Configure your Email Notifications
- Configure Electronic Order Routing method and Notifications
- Configure Electronic Invoice Notifications, including Tax Details
- Configure your Remittance Information and payment methods
    - You are required to provide a Remit To address on all invoices.
    - You must provide a Remittance ID for all remittance addresses when transacting with City of Houston.
- Set up a test account (**only** if you are publishing an electronic catalog or starting an integration project)

TRANSACTING ON SAP BUSINESS NETWORK

This section mentions the specifics of transacting with City of Houston on SAP Business Network once your account has been set up. You'll find detailed instructions in the Transacting section of the **Supplier Training Page**.

SPECIFIC CUSTOMIZATIONS FOR INVOICES

Detailed instructions on how to perform multiple types of invoicing are available on our **Supplier Training Page**, under the *Invoicing* section.

- Invoicing through SAP Business Network is required. City of Houston will no longer accept paper invoices and requires invoices to be submitted electronically through SAP Business Network.

- A new and unique invoice number must be provided for each invoice; duplicate invoices will be rejected unless resubmitting a corrected invoice that previously had a failed/rejected status on the Network.

- You are required to provide a Remit To address on all invoices. You are also required to provide a Remittance ID for all remittance addresses when transacting with City of Houston.

- A PDF copy of your invoice must be added as an attachment to your invoice submitted via the SAP Business Network.

- Header level credit memos are not supported. You may create a line-item credit memo for quantity or price adjustments. You will need to provide a reason for each credit memo you submit.

HELP & SUPPORT

- The **Help Center** is located within your account and used to access documentation, FAQs and tutorials. If you have an Enterprise account, you can create a service request via the Help Center. Once submitted, a member of customer support will contact you via your preferred method: phone, chat, or email.
- Learn how to set up and operate your supplier account on our detailed **Supplier Training Page**
- For general support information go to **SAP Help Portal**

For assistance regarding business processes, please contact City of Houston project team at the following email address: SupplierEnablement@houstontx.gov.

www.sap.com/contactsap

THE BEST RUN **SAP**