On Boarding Automation on SAP Business Network

NS-30504

GA: May, 2025

Feature Overview

Introducing: Onboarding Automation on SAP Business Network NS-30504

Feature Description

Buyers can now intuitively import vendors, define a segmentation criteria, invite and onboarding supplier, monitor their progress towards transaction readiness in a single experience

Additionally, they can utilize the network matching suggestions to send relationship requests directly to a supplier account to reduce time to onboard

See exceptions and failures directly in the system and see next actions to resolve

Key Benefits

Self service focused experience to prepare/load vendor data, use segmentation criteria to automatically bucket vendors into clusters (waves), that allow for quick invite and ongoing monitoring

- Reduce manual effort by automated processes for segmenting vendors based on onboarding criteria
- Enhance clear visibility and thorough checks detecting duplicate vendors, wrong contact information that can be addressed
- Improve tracking and communication with a centralized platform

Audience:

Buyer

Enablement Model:

Automatically On

Applicable Solutions:

SAP Business Network

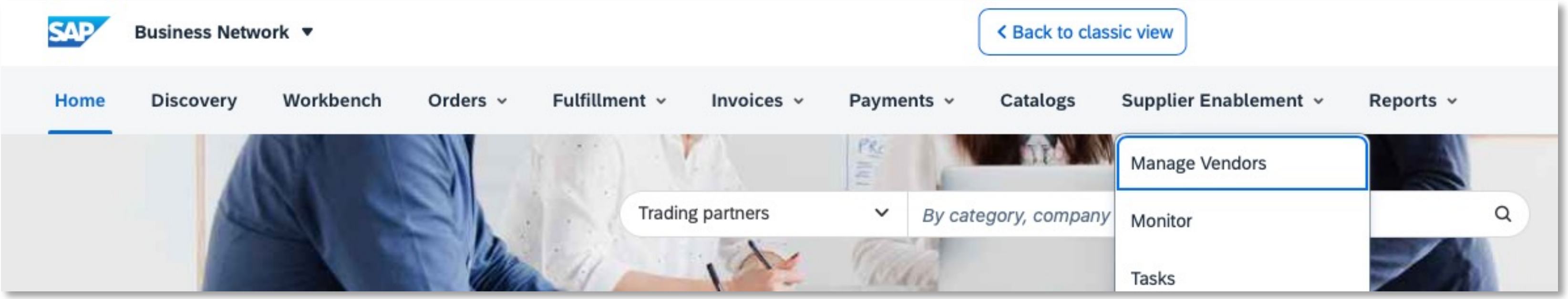
Limitations

Feature availability is limited to Commerce Automation Buyers only

- No Hybrid Commerce Automation/Supply Chain Collaboration Buyers
- You cannot upload remittance details via VUF with specified ANID
- ~~Excludes customers using Supplier Lifecycle and Performance~~
  - Limitation removed with the 2602 release for Commerce Automation customers using Supplier Lifecycle and Performance.

Enablement and configuration

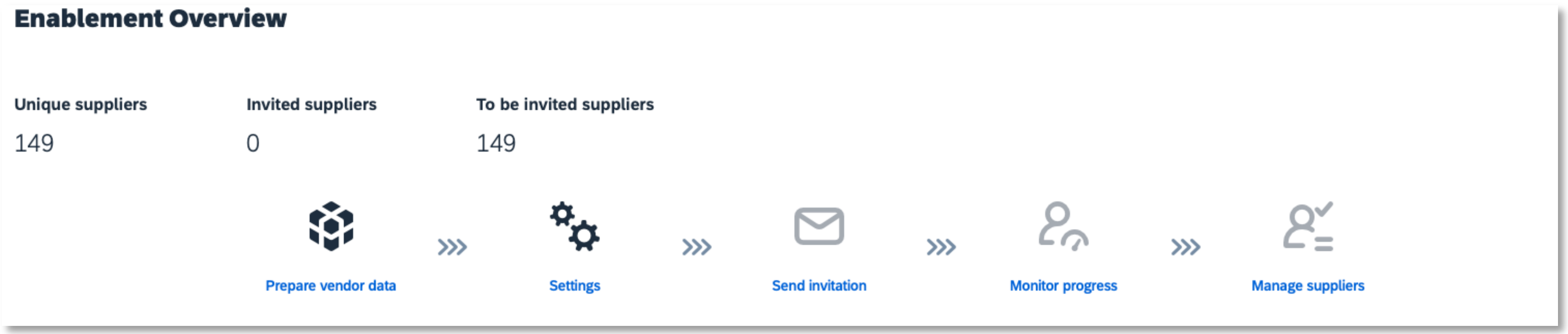
As an SAP Business Network Buyer, under Supplier Enablement you will notice the new experience when you choose the Manage Vendors option



Note:

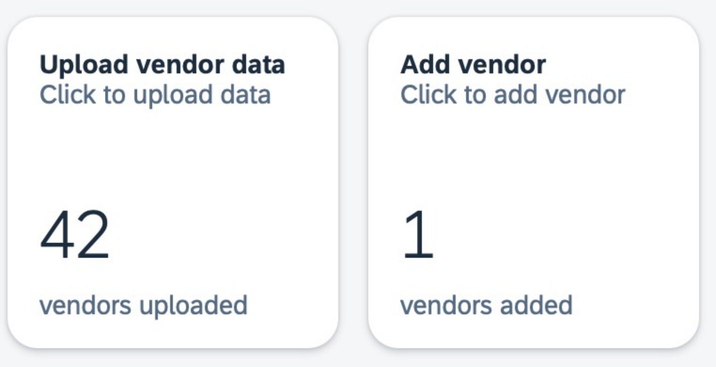
- *On choosing the 'Manage Vendors' option, if you currently have vendors on the SAP Business Network, you will be directed to the 'Enablement Overview' page. If you do not have any vendors, then you will be taken to the 'Prepare Vendor data' page to add vendors*

Enablement Overview
Process navigator



The ‘Enablement Overview’ is the key section to see your ‘Proposed Onboarding plan’ as well as ‘Monitor progress’ of your current onboarding activities. It also has the breadcrumbs style navigator that you can choose to go between the different processes

Enablement Overview
Prepare Vendors



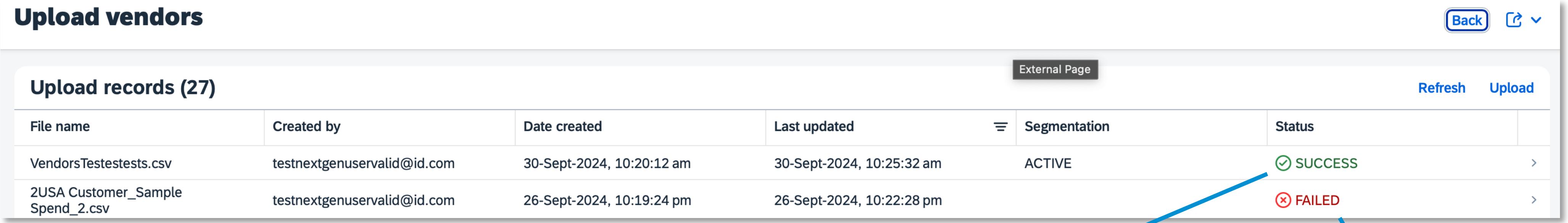
Before or during the enablement process you can add vendors in the following ways,

1. Add a vendor directly to the system using the ‘Add vendor’ option. This is recommended when you want to add a vendor that you want to invite soon and do not want to add to a segmentation
2. Import vendors from your backend system into the Comma Separated Version (CSV) template file that we provide (available in the ‘Import Vendor’s option). You can upload this file to stage your vendors for further processing

Enablement Overview

Prepare Vendors – Upload vendors

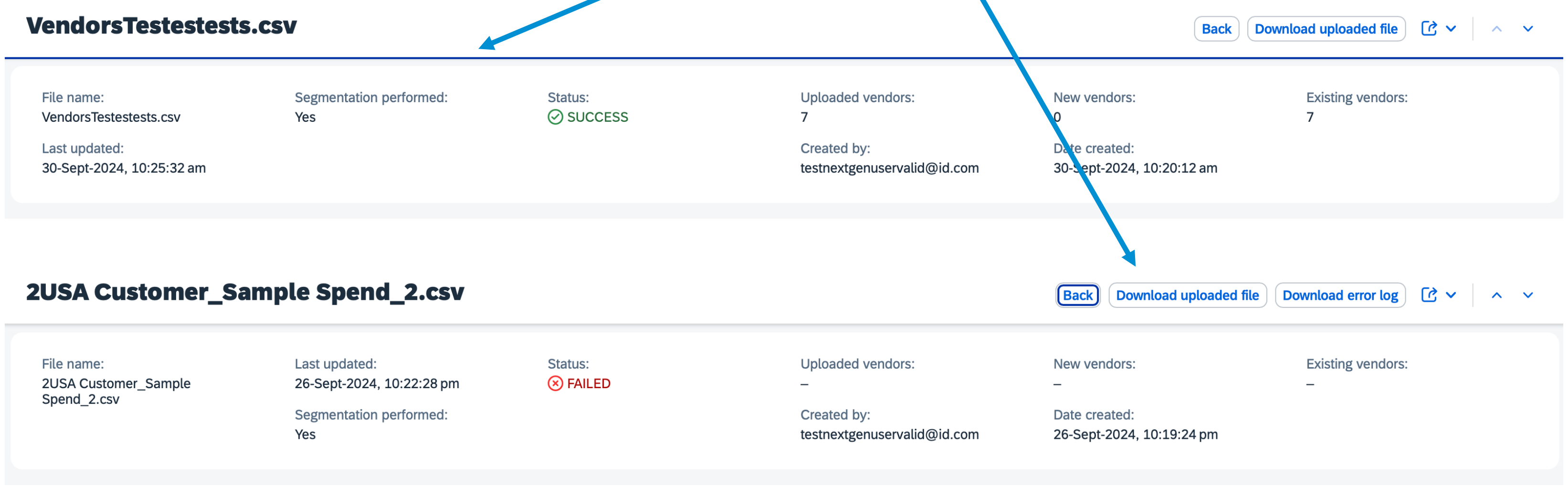
Prepare vendor data



Clicking on 'Upload Vendors' will bring you to the list of vendor files that you have uploaded an their status. You can also see the status of the segmentation – ACTIVE indicates in progress and COMPLETED indicates the process is complete.

Every record will have the copy of the uploaded file for reference

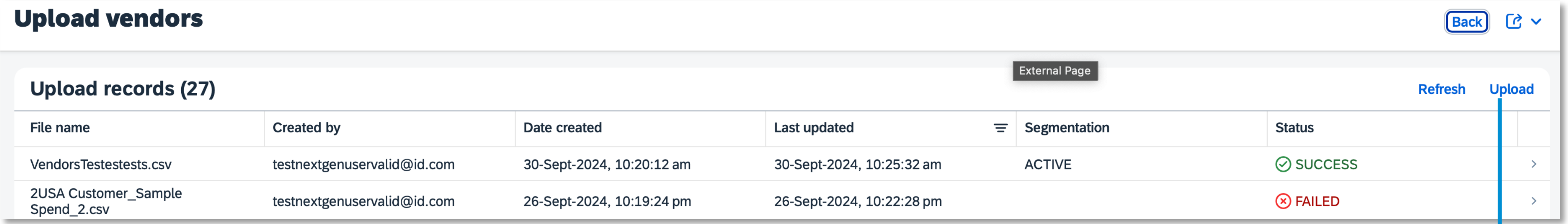
For every failure status click on the record to see detail error log that will outline the lines in your file and the errors to fix to reload the file.



Use a new file name for every upload to ensure that you have a reference

Enablement Overview

Prepare Vendors – Upload vendors

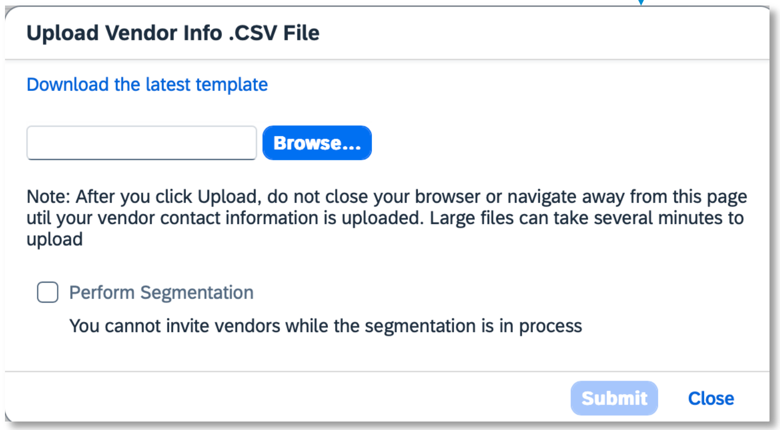


File name	Created by	Date created	Last updated	Segmentation	Status
VendorsTestestests.csv	testnextgenuservalid@id.com	30-Sept-2024, 10:20:12 am	30-Sept-2024, 10:25:32 am	ACTIVE	SUCCESS
2USA Customer_Sample Spend_2.csv	testnextgenuservalid@id.com	26-Sept-2024, 10:19:24 pm	26-Sept-2024, 10:22:28 pm		FAILED

Clicking on ‘Upload’ to see the option to upload a file. You can also download the latest template.

After you upload, you can check the box ‘Perform Segmentation’ if you want the vendors in the uploaded file and existing non-invited vendors in your list to be segmented into waves using your current criteria.

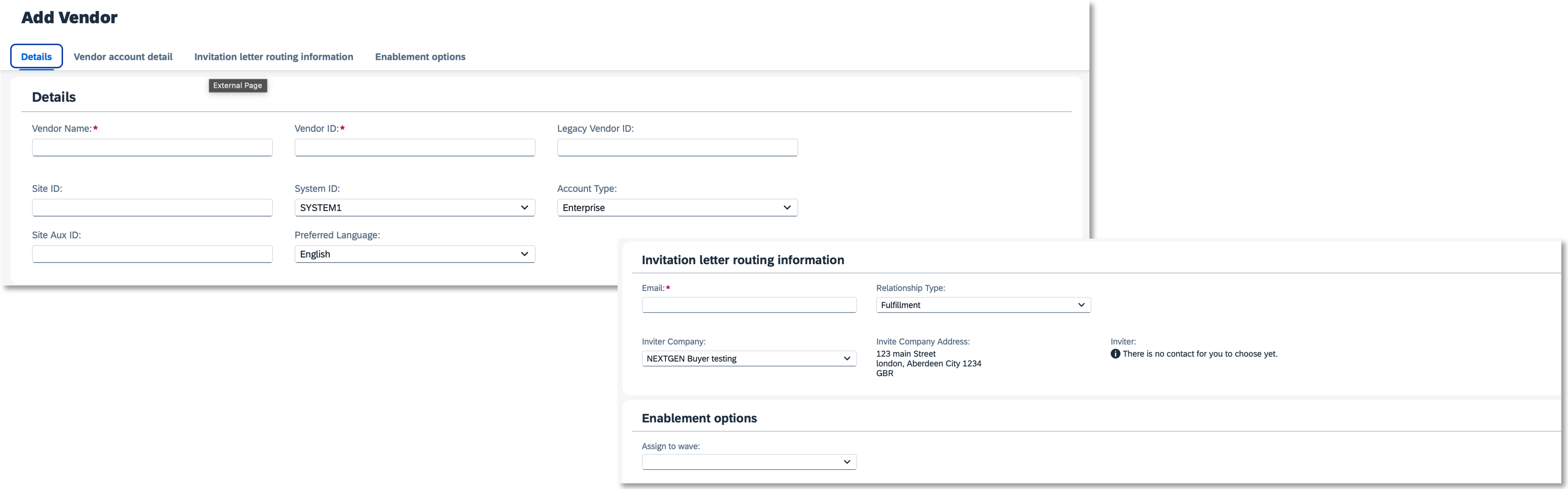
The processing of vendors will take time depending on the size of the file. Please take a few minutes and use the ‘Refresh’ button to check the status of the processing.



Templates are backward compatible. If you have an existing template that you download before this feature was toggled on, you can continue to use that template to upload your vendors

Enablement Overview

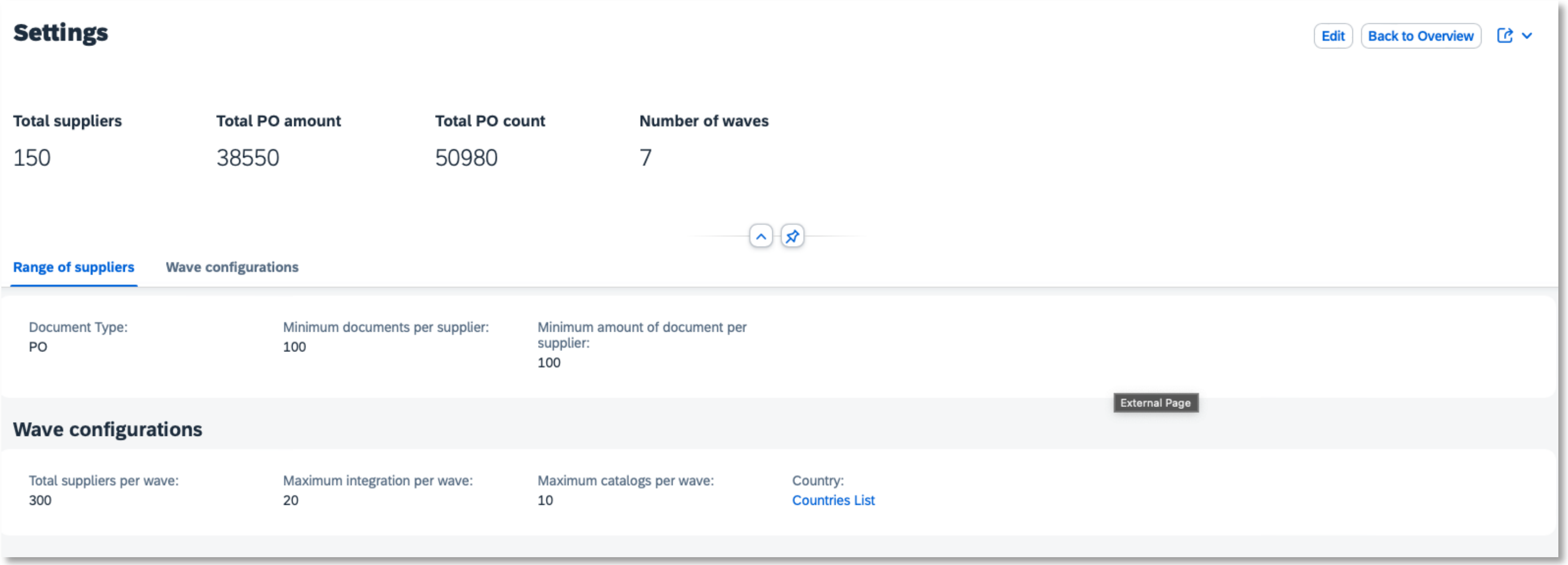
Prepare Vendors – Add vendors



Add the mandatory information about the vendor. Include the Email address to send the invite to the vendor.

The enablement option of adding to a wave is not required.

Enablement Overview
Segmentation

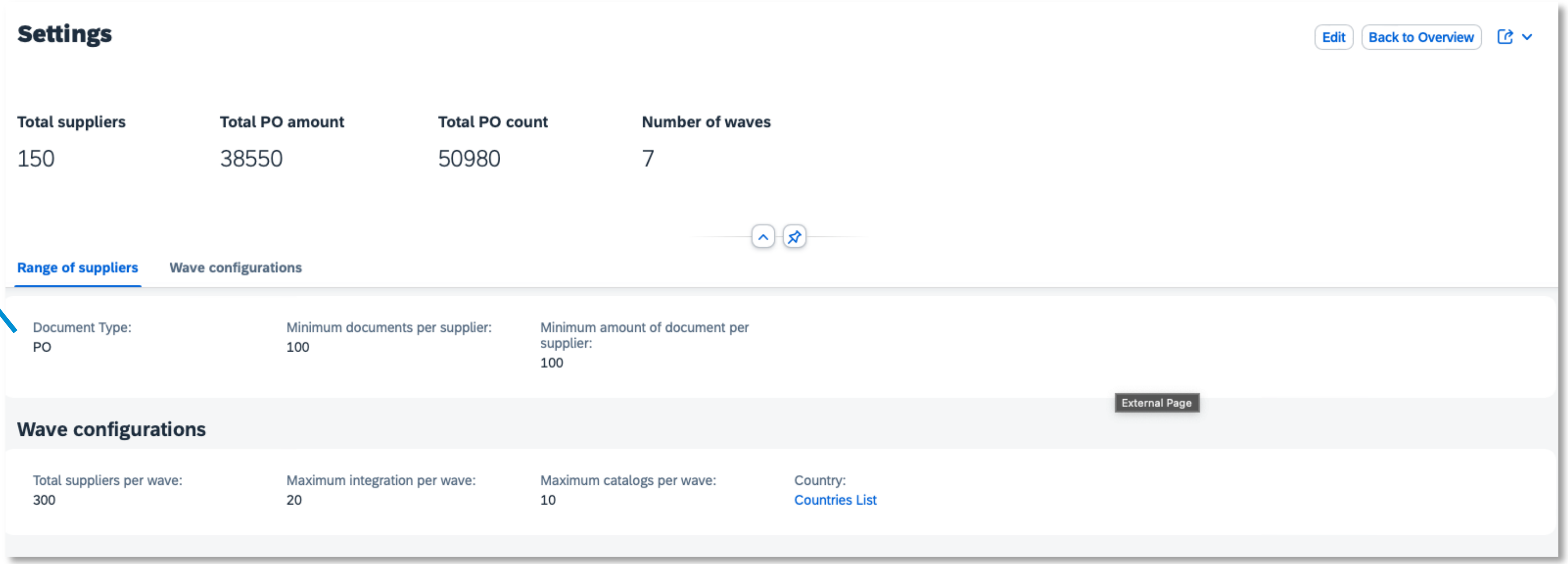


Segmentation is a process of using certain criteria that you specify to ‘bucket’ the vendors automatically into ‘waves’. Each wave is a set of vendors that allows you to efficiently manage your enablement plans

Enablement Overview
Segmentation

You specify the following criteria to control the size of the waves

- Document type – Purchase Order or Invoice. Pick the document that whose count and spend will maximize your enablement value
- Min. Documents per suppliers/ Min Amount of document – What is the minimum documents that the supplier has transacted with you to be considered for this planning and for each document what is the minimum spend in your uploaded currency



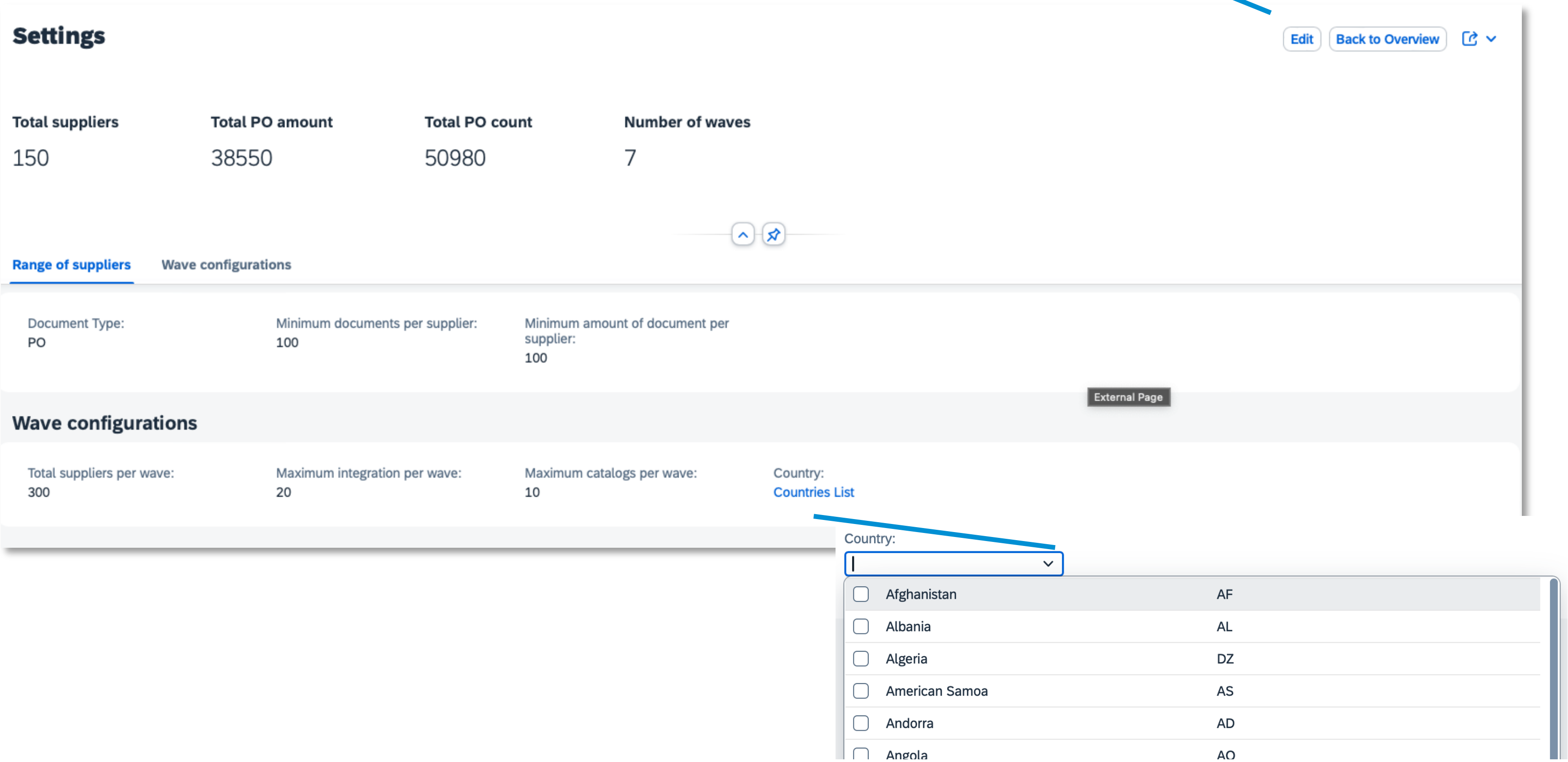
Enablement Overview
Segmentation

You specify the following criteria to control the size of the waves

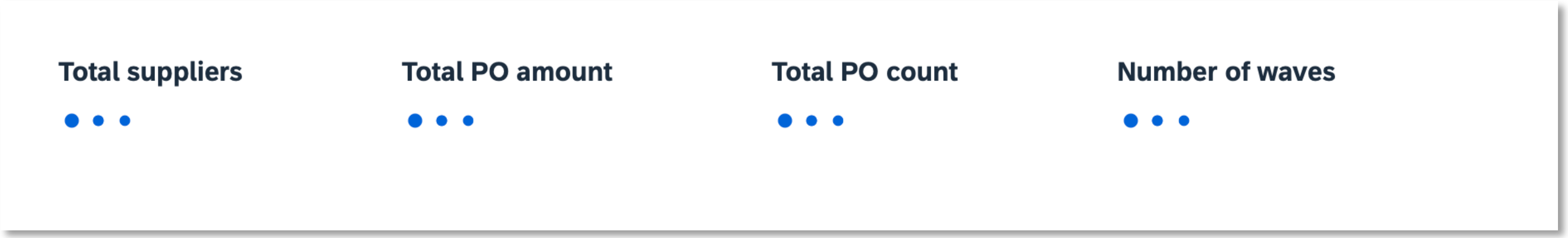
- Maximum suppliers you want in each wave
- Maximum suppliers tha are integration and catalog capable suppliers
- Which countries this suppliers need to be considered (By default they are set to all countries). You can pick more than one country.

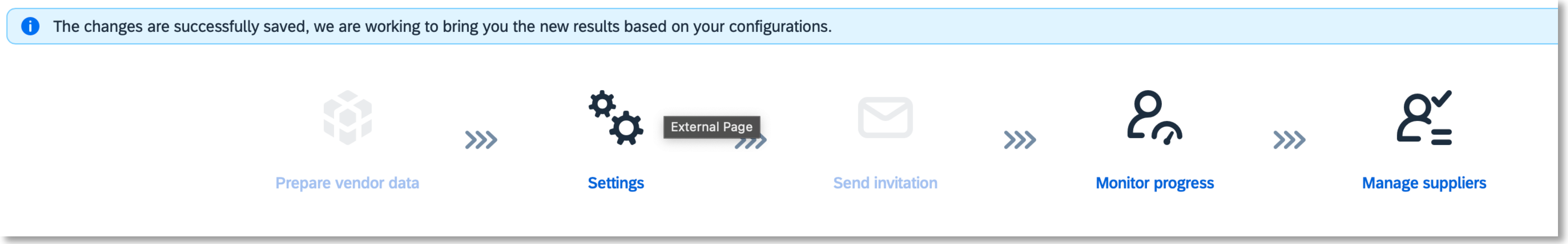
Once you make the change using the ‘Edit’ option and save your changes, the system will immediately start the segmentations of vendors into waves

During this time the system will show a progress option and certain functionalities like sending invites will be disabled. The whole process will take a few minutes to complete



Enablement Overview
Segmentation



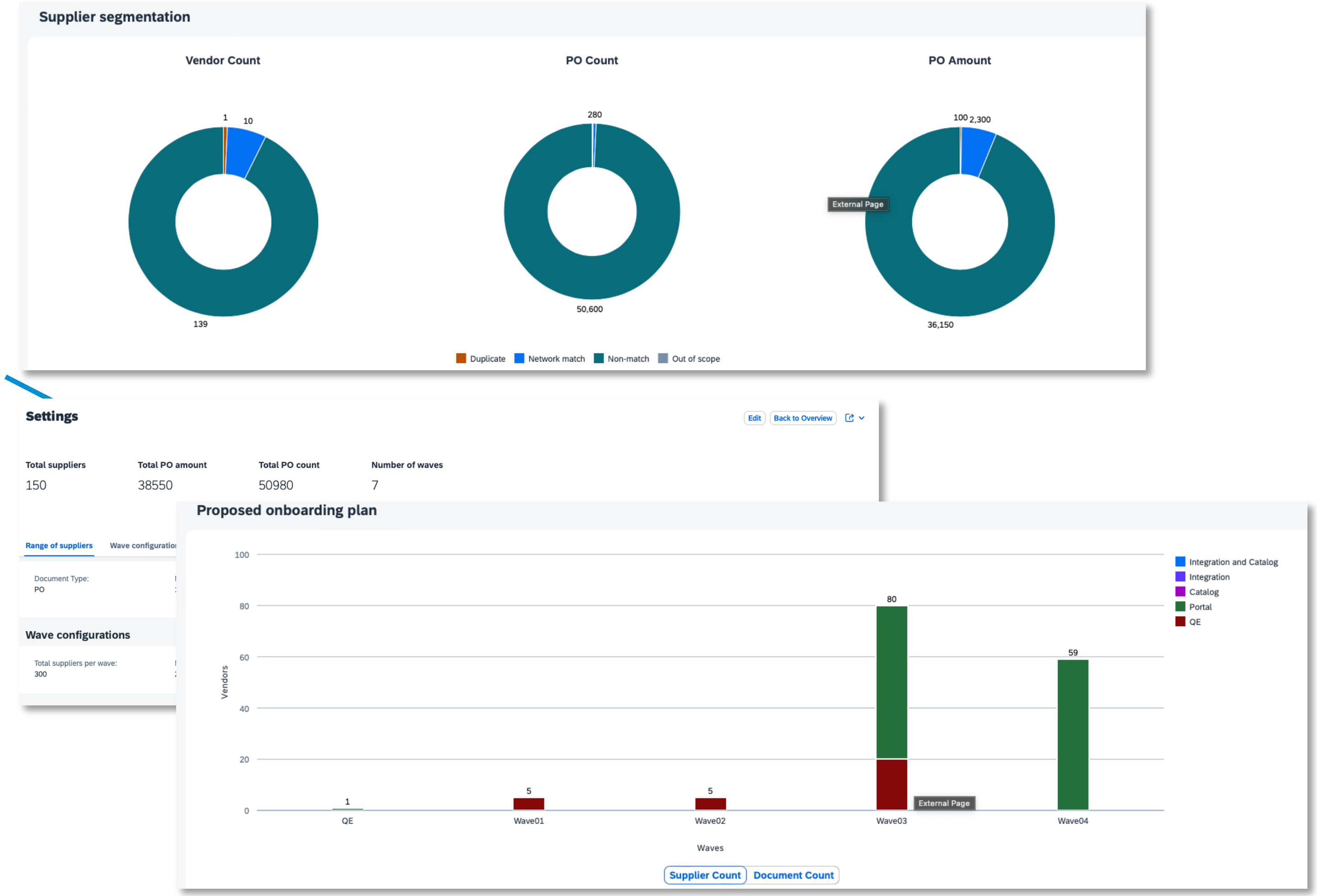


When segmentation is in progress, system will show a progress option and certain functionalities like sending invites will be disabled. The whole process will take a few minutes to complete

Enablement Overview
Segmentation

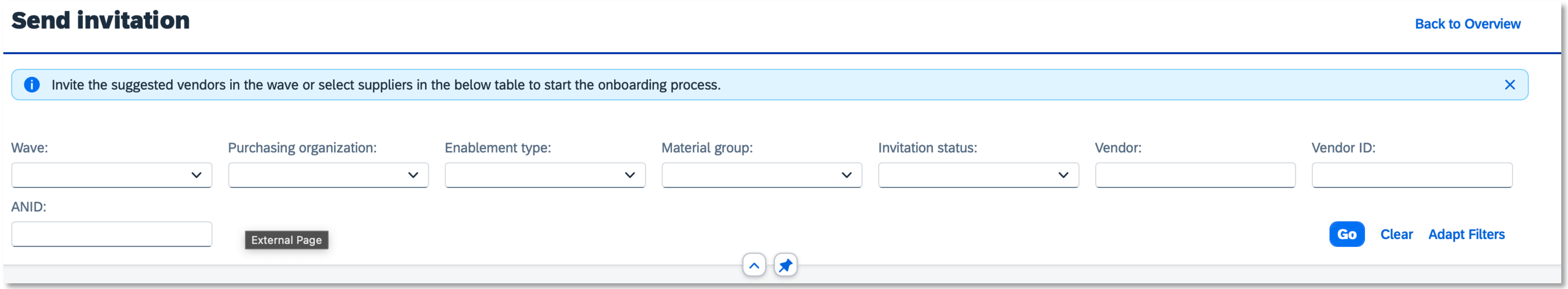
Once the segmentation is complete, you will see the system show the overall vendors and waves.

- This is a proposed plan. You can always assign vendors to a different wave
- Wave's suggested by the system are named as Wave followed by a two digit number. Your custom waves cannot use this naming scheme to avoid missing out on the proposals
- Vendors that did not fit into the segmentation plan – say because they have a low document count than what your initial cut off was will be placed into a 'Out of Scope' wave
- All vendors that are not invited will be included in the segmentation every time you update your criteria. You can re-run the segmentation by editing the criteria and saving the changes.
- Quick Enablement (QE) wave vendors are typically invited using a standard account while integration vendors are invited using an Enterprise account



Enablement Overview

Send Invitations



You can filter the send invitations screen by various options. For the Enablement Type, Invitation Status etc. only the values that are in the table below will be shown as options.

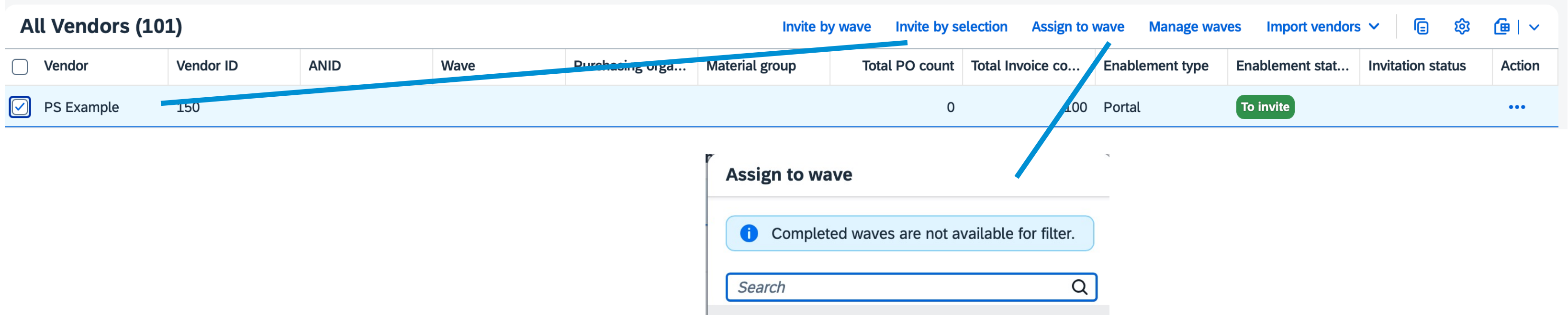
Click on ‘Adapt Filters’ to add more filter criteria. We have added upfront the best criteria to filter results.

Always click on ‘Go’ to run the filter and ‘Clear’ to clear the criteria

Enablement Overview

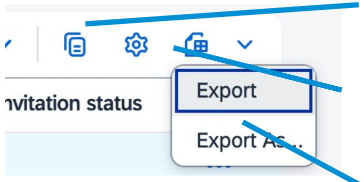
Send Invitations

Allows you to invite the entire wave in one go



Invite specific selection say a vendor you just added etc. You can also change wave assignments by 'Assign to wave'. Both these are multiple selections

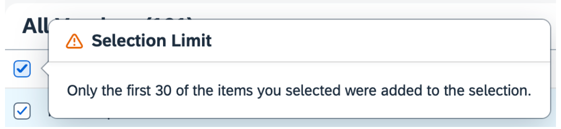
You cannot assign an invited vendor to a new wave. Once all vendors are invited, the wave is not available in the filter option but you can still see the wave in the table



Allows you copy a selected record

Change the columns of the table

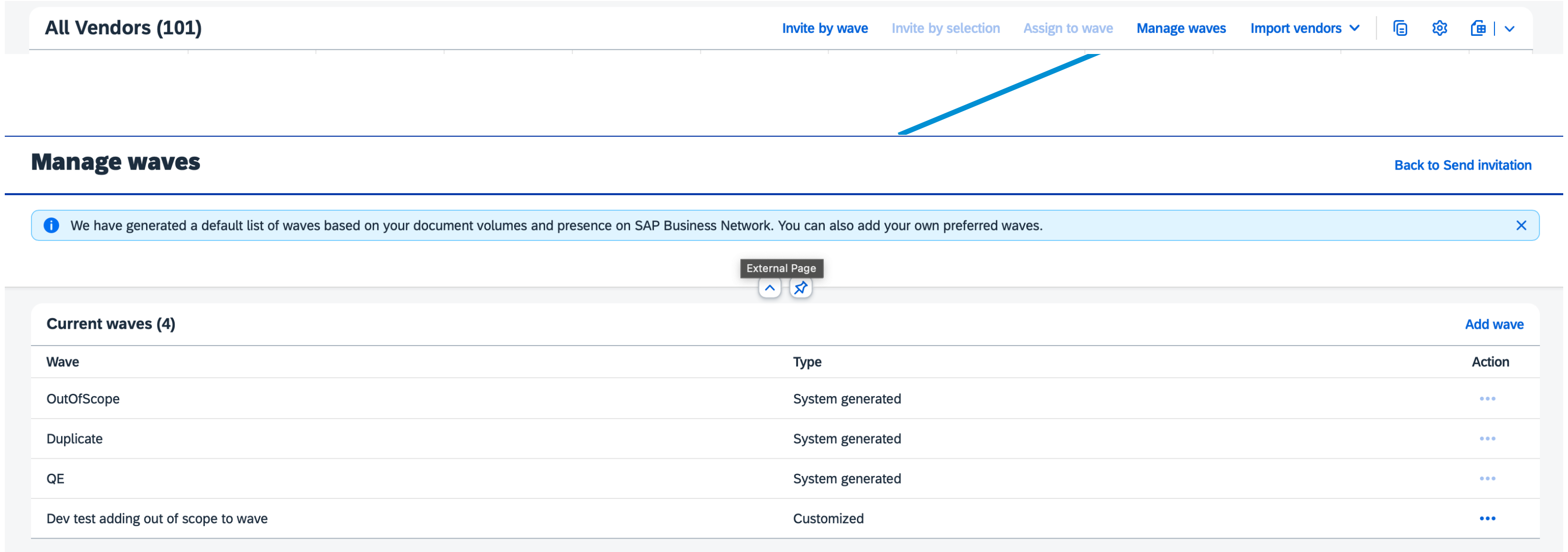
Export the selections as an excel file



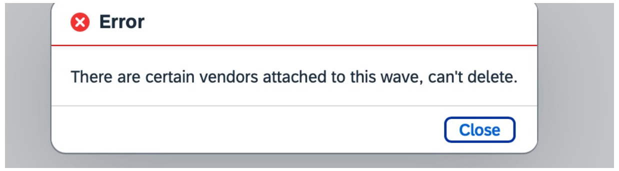
You can only work on 30 items at a time when doing bulk actions

Enablement Overview

Send Invitations

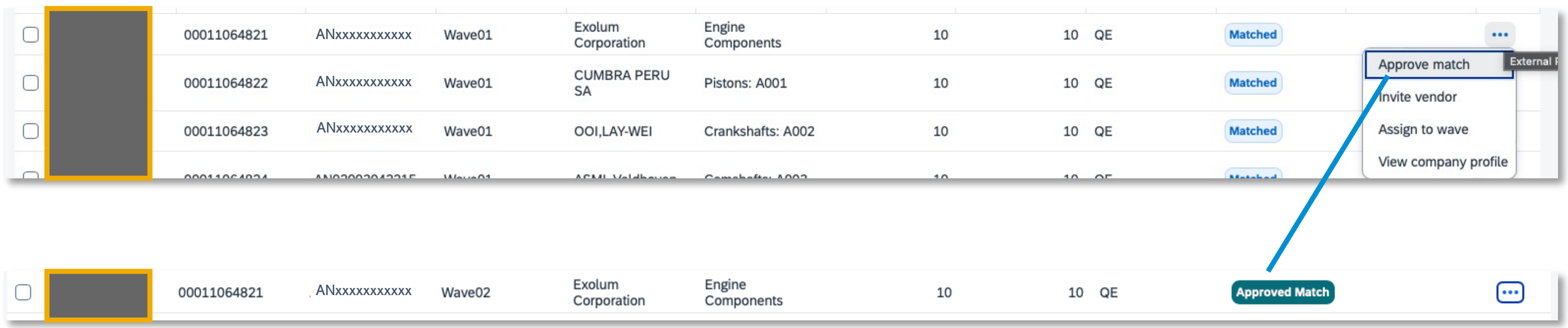


Under the Manage Waves you can create new waves (Do not use the Wave+dd format). Your waves are filtered by System generated during segmentation or Customized i.e the ones you created.



You can edit or delete only customized waves. You cannot delete a wave that has vendors assigned to it.

Enablement Overview
Send Invitations



For every record, the system will attempt to find the vendor on the SAP Business Network.

The matched account will be 'suggested' and the enablement status of the record will be 'Matched'.

View the company profile carefully before you approve the match.

'Approve match' will move the record from 'Match' to 'Approved Match'.

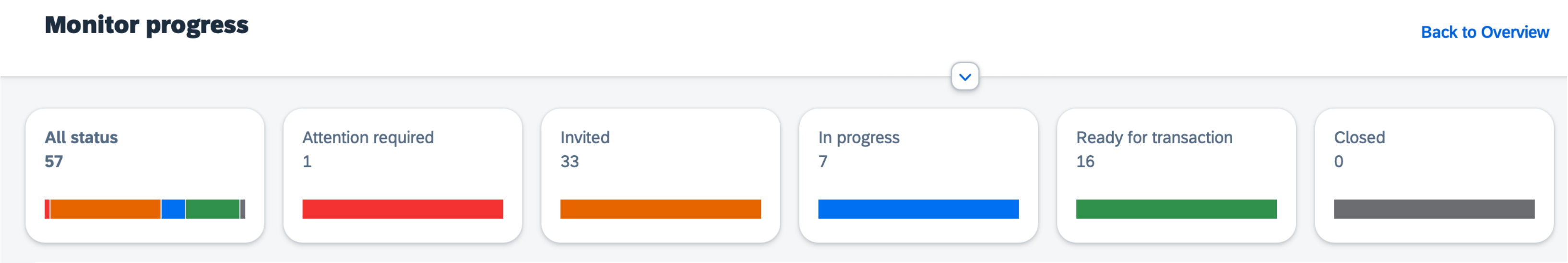
When you 'Invite vendor' that is in 'Approved Match' status, the system will send a relationship request directly to the account of the supplier. Depending on the setting, the relationship maybe auto approved and you will be immediately connected to the supplier.

When you 'Invite vendor' that does not have a match or you have not approved the match, the system will send an invite email to the vendor email provided by you to ask them to register on the SAP Business Network

Enablement Overview

Monitor progress

Monitor progress



Attention Required – Either the vendor has bad contact information or their tasks assigned to them have not been completed in time i.e they are in escalated status

Invited – Count of vendors who have been sent an invitation

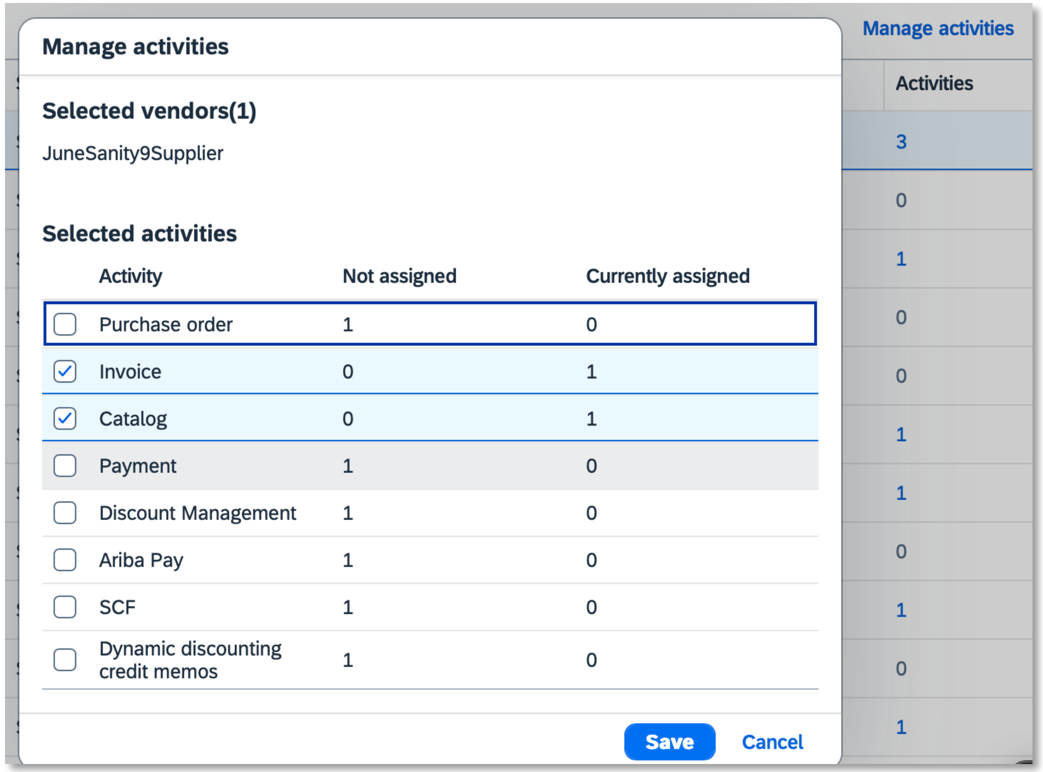
In Progress – Vendors who have received the invites but have not either registered yet or have registered but not completed their tasks that are needed to make them transaction ready

Ready for transaction – All vendors who have completed all their tasks

Closed – not suitable for enablement anymore. You can only delete a vendor after you have closed the vendor

Enablement Overview
Monitor progress

Monitor progress



Activities are groups of tasks that you want the supplier to complete so that they can be transaction ready. Depending on the transactions assign the tasks to the supplier and they can work through them.

You can find details under the Supplier Enablement -> Tasks option to see the tasks and statuses

Thank you.

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