

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

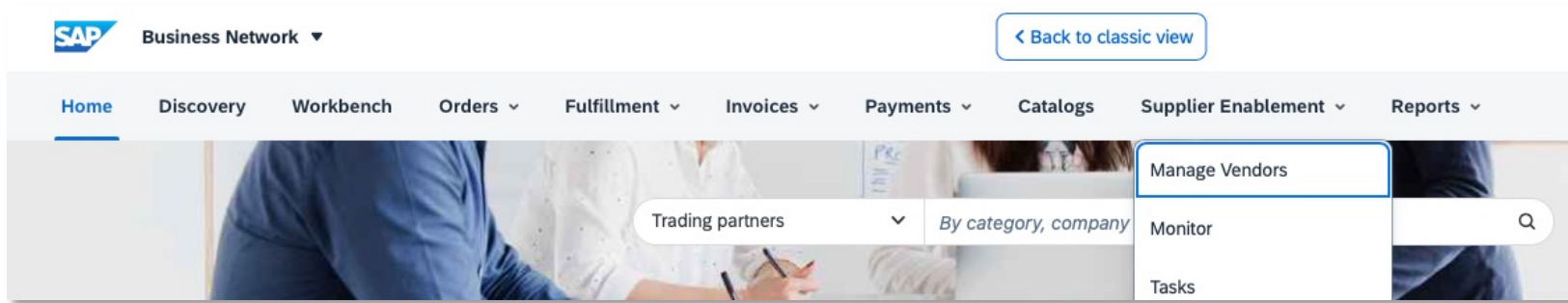
Limitations

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

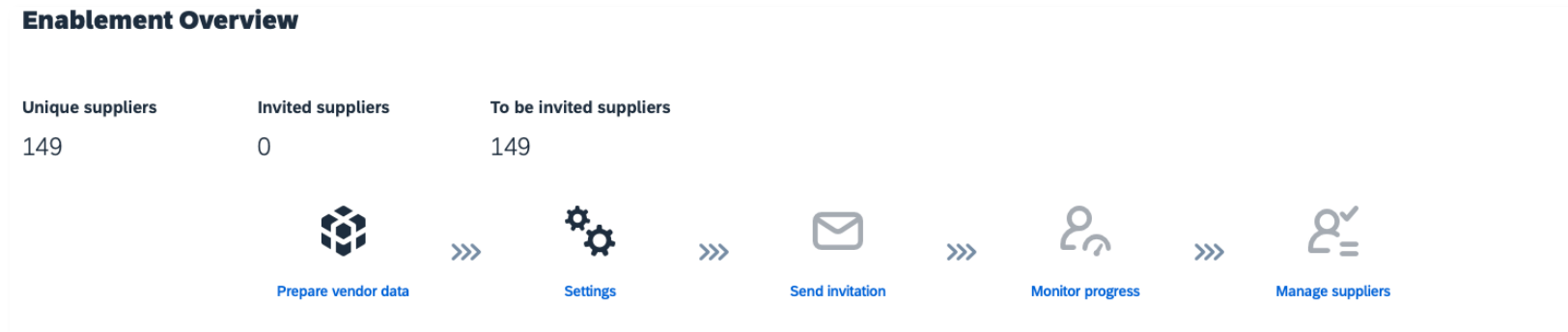


Note:

- *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

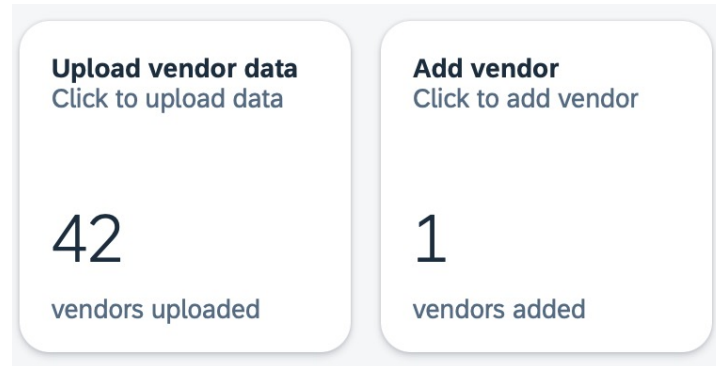
Process navigator



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



Upload vendors

Back

External Page

Refresh Upload

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

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.

VendorsTestestests.csv

Back Download uploaded file

File name:
VendorsTestestests.csv

Segmentation performed:
Yes

Status:
✓ SUCCESS

Uploaded vendors:
7

New vendors:
0

Existing vendors:
7

Last updated:
30-Sept-2024, 10:25:32 am

Created by:
testnextgenuservlid@id.com

Date created:
30-Sept-2024, 10:20:12 am

2USA Customer_Sample Spend_2.csv

Back Download uploaded file Download error log

File name:
2USA Customer_Sample Spend_2.csv

Last updated:
26-Sept-2024, 10:22:28 pm

Status:
✗ FAILED

Uploaded vendors:
–

New vendors:
–

Existing vendors:
–

Segmentation performed:
Yes

Created by:
testnextgenuservlid@id.com

Date created:
26-Sept-2024, 10:19:24 pm



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

Enablement Overview

Prepare Vendors – Upload vendors



Upload vendors

Back

Upload records (27)							Refresh Upload	
File name	Created by	Date created	Last updated		Segmentation	Status		
VendorsTestestests.csv	testnextgenuservlid@id.com	30-Sept-2024, 10:20:12 am	30-Sept-2024, 10:25:32 am		ACTIVE	✓ SUCCESS	>	
2USA Customer_Sample Spend_2.csv	testnextgenuservlid@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.

Upload Vendor Info .CSV File

[Download the latest template](#)

Browse...

Note: After you click Upload, do not close your browser or navigate away from this page until your vendor contact information is uploaded. Large files can take several minutes to upload

☐ Perform Segmentation

You cannot invite vendors while the segmentation is in process

Submit

Close

⚠ 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 Vendor

Details

Vendor account detail

Invitation letter routing information

Enablement options

Details

External Page

Vendor Name: *

Vendor ID: *

Legacy Vendor ID:

Site ID:

System ID: SYSTEM1

Account Type: Enterprise

Site Aux ID:

Preferred Language: English

Invitation letter routing information

Email: *

Relationship Type: Fulfillment

Inviter Company: NEXTGEN Buyer testing

Invite Company Address: 123 main Street
london, Aberdeen City 1234
GBR

Inviter:

There is no contact for you to choose yet.

Enablement options

Assign to wave:

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



Settings

EditBack to Overview

Total suppliers	Total PO amount	Total PO count	Number of waves
150	38550	50980	7

Range of suppliers

Wave configurations

Document Type:
PO

Minimum documents per supplier:
100

Minimum amount of document per
supplier:
100

External Page

Wave configurations

Total suppliers per wave: 300	Maximum integration per wave: 20	Maximum catalogs per wave: 10	Country: Countries List
----------------------------------	-------------------------------------	----------------------------------	--

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

Settings

EditBack to Overview

Total suppliers	Total PO amount	Total PO count	Number of waves
150	38550	50980	7

Range of suppliers

Wave configurations

Document Type:
PO

Minimum documents per supplier:
100

Minimum amount of document per
supplier:
100

Total suppliers per wave:
300

Maximum integration per wave:
20

Maximum catalogs per wave:
10

Country:
[Countries List](#)

External Page

Enablement Overview

Segmentation



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

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

- Maximum suppliers you want in each wave
- Maximum suppliers that 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.

Settings

Edit

Back to Overview

Total suppliers	Total PO amount	Total PO count	Number of waves
150	38550	50980	7

Range of suppliers

Wave configurations

Document Type:
PO

Minimum documents per supplier:
100

Minimum amount of document per supplier:
100

External Page

Wave configurations

Total suppliers per wave:
300

Maximum integration per wave:
20

Maximum catalogs per wave:
10

Country:
Countries List

Country:

☐

Afghanistan

AF

☐

Albania

AL

☐

Algeria

DZ

☐

American Samoa

AS

☐

Andorra

AD

☐

Angola

AO

Enablement Overview

Segmentation



Total suppliers
● ● ●

Total PO amount
● ● ●

Total PO count
● ● ●

Number of waves
● ● ●

The changes are successfully saved, we are working to bring you the new results based on your configurations.

Prepare vendor data

>>>

Settings

External Page

>>>

Send invitation

>>>

Monitor progress

>>>

Manage suppliers

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

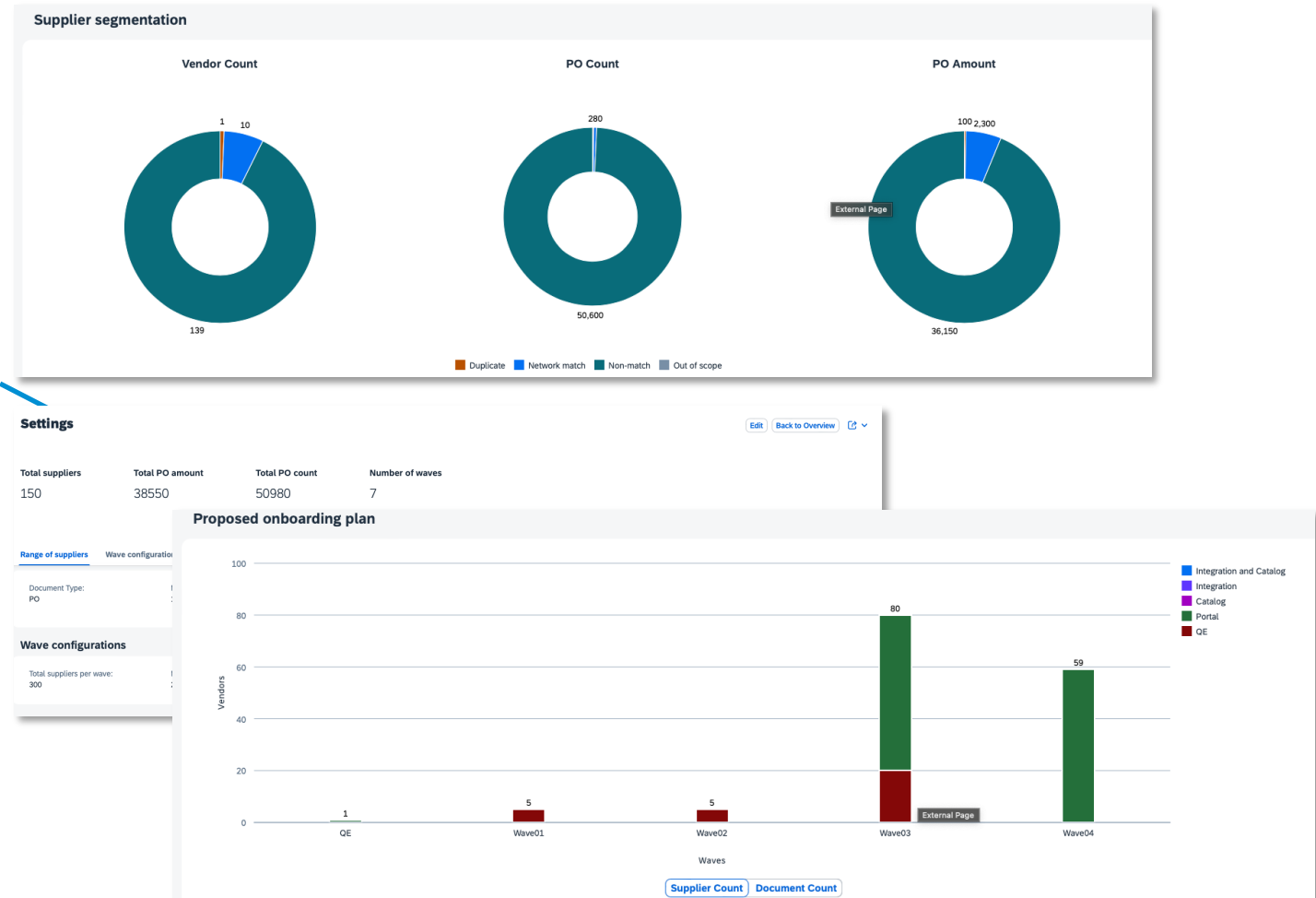
Enablement Overview

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



Send invitation

[Back to Overview](#)

Invite the suggested vendors in the wave or select suppliers in the below table to start the onboarding process.

Wave:

Purchasing organization:

Enablement type:

Material group:

Invitation status:

Vendor:

Vendor ID:

ANID:

External Page

Go

Clear

Adapt Filters

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



All Vendors (101)

Invite by wave Invite by selection Assign to wave Manage waves Import vendors

Invite by wave

Search

Allows you to invite the entire wave in one go

All Vendors (101)

Invite by wave Invite by selection Assign to wave Manage waves Import vendors

☐	Vendor	Vendor ID	ANID	Wave	Purchasing orga...	Material group	Total PO count	Total Invoice co...	Enablement type	Enablement stat...	Invitation status	Action
☒	PS Example	150					0	100	Portal	To invite		...

Assign to wave

Completed waves are not available for filter.

Search

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

Export

Export As...

All

Selection Limit

Only the first 30 of the items you selected were added to the selection.

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

Enablement Overview

Send Invitations



All Vendors (101)

[Invite by wave](#)[Invite by selection](#)[Assign to wave](#)[Manage waves](#)[Import vendors](#)

📄

⚙️

🔍

⌵

Manage waves

[Back to Send invitation](#)

📘

We have generated a default list of waves based on your document volumes and presence on SAP Business Network. You can also add your own preferred waves.

✕

External Page

⬆️

🔗

Current waves (4)

Add wave

Wave	Type	Action
OutOfScope	System generated	...
Duplicate	System generated	...
QE	System generated	...
Dev test adding out of scope to wave	Customized	...

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.

✕

Error

There are certain vendors attached to this wave, can't delete.

Close

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

Enablement Overview

Send Invitations



Send Invitation

☐		00011064821	ANxxxxxxxxxx	Wave01	Exolum Corporation	Engine Components	10	10	QE	Matched	...
☐		00011064822	ANxxxxxxxxxx	Wave01	CUMBRA PERU SA	Pistons: A001	10	10	QE	Matched	...
☐		00011064823	ANxxxxxxxxxx	Wave01	OOI,LAY-WEI	Crankshafts: A002	10	10	QE	Matched	...
☐		00011064824	ANxxxxxxxxxx	Wave01	ASML Veldhoven	Crankshafts: A003	10	10	QE	Matched	...
☐		00011064821	ANxxxxxxxxxx	Wave02	Exolum Corporation	Engine Components	10	10	QE	Approved Match	...

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.

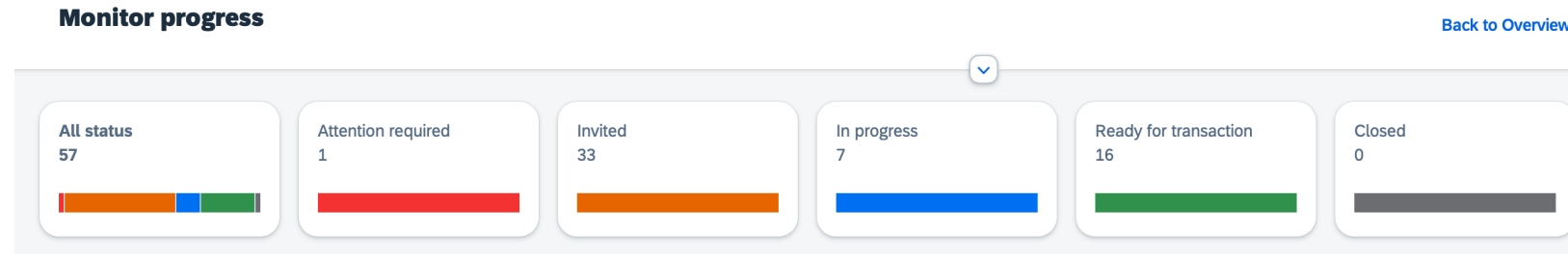
'Approve match' will move the record from 'Match' to 'Approved Match'.

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



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



Manage activities

Selected vendors(1)

JuneSanity9Supplier

Selected activities

Activity	Not assigned	Currently assigned
☐ Purchase order	1	0
☒ Invoice	0	1
☒ Catalog	0	1
☐ Payment	1	0
☐ Discount Management	1	0
☐ Ariba Pay	1	0
☐ SCF	1	0
☐ Dynamic discounting credit memos	1	0

Save

Cancel

Manage activities

Activities
3
0
1
0
0
1
1
0
1
0
1

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.

Follow us



www.sap.com/contactsap

© 2026 SAP SE or an SAP affiliate company. All rights reserved.

No part of this publication may be reproduced or transmitted in any form or for any purpose without the express permission of SAP SE or an SAP affiliate company. The information contained herein may be changed without prior notice. Some software products marketed by SAP SE and its distributors contain proprietary software components of other software vendors. National product specifications may vary. These materials are provided by SAP SE or an SAP affiliate company for informational purposes only, without representation or warranty of any kind, and SAP or its affiliated companies shall not be liable for errors or omissions with respect to the materials. The only warranties for SAP or SAP affiliate company products and services are those that are set forth in the express warranty statements accompanying such products and services, if any. Nothing herein should be construed as constituting an additional warranty. In particular, SAP SE or its affiliated companies have no obligation to pursue any course of business outlined in this document or any related presentation, or to develop or release any functionality mentioned therein. This document, or any related presentation, and SAP SE's or its affiliated companies' strategy and possible future developments, products, and/or platforms, directions, and functionality are all subject to change and may be changed by SAP SE or its affiliated companies at any time for any reason without notice. The information in this document is not a commitment, promise, or legal obligation to deliver any material, code, or functionality. All forward-looking statements are subject to various risks and uncertainties that could cause actual results to differ materially from expectations. Readers are cautioned not to place undue reliance on these forward-looking statements, and they should not be relied upon in making purchasing decisions. SAP and other SAP products and services mentioned herein as well as their respective logos are trademarks or registered trademarks of SAP SE (or an SAP affiliate company) in Germany and other countries. All other product and service names mentioned are the trademarks of their respective companies. See www.sap.com/trademark for additional trademark information and notices.