



SAP BUSINESS NETWORK QUICK START GUIDE

**ENGINEERED
TO OUTFIT**

Dear Valued Supplier,

We are pleased to announce that **ABB-Asea Brown Boveri Ltd** has partnered with **SAP** to transform its supply chain processes by upgrading technology through the **SAP Business Network**. We kindly request your cooperation in setting up an **Enterprise Account** on the platform.



Business Network ▼ Enterprise Account

Upon receiving the Trading Relationship Request email from noreply@us.bn.cloud.ariba.com, please complete the following two tasks:

1. [Accept the Trading Relationship Request \(TRR\)](#)
2. [Configure Electronic Order Routing and Notifications](#)

Important: Please note the following fee structure for the SAP Business Network Enterprise Account:

- **Transactions with ABB: Free of charge.**
- **Transactions with other buyers:** Fees may apply, depending on usage. Suppliers should verify fee coverage with the respective buyers. In the absence of such an agreement, the supplier is responsible for any applicable charges.
- For more information regarding fees, please visit this link: [SAP Business Network - Fee Information](#).

Support:

For help with TRR acceptance, Business Network account setup, etc., contact the SAP Supplier Enablement Help Desk: [EMEA](#) - [NAMER](#) - [APJ](#).

SAP will respond to requests by email or phone, 24/5. For other questions, please contact global-sccenablement@abb.com.

We greatly appreciate your partnership and look forward to your prompt cooperation in completing these steps.

ABB - Asea Brown Boveri

Ariba SCC-Supplier Enablement Team

**TRADING
RELATIONSHIP
REQUEST
ACCEPTANCE**

01

Based on whether your organization currently has an SAP Business Network Enterprise Account, please select the appropriate option below to accept the Trading Relationship Request:

Trading Relationship Request - One Invitation per ABB Vendor ID:

1. Select 'Create new account' to accept the request
2. Select 'Use existing account' to accept the request
3. Upgrade to an Enterprise Account, then accept the request

**SELECT 'CREATE NEW ACCOUNT'
TO ACCEPT THE REQUEST**

1. Accept the Trading Relationship Request – Create an SAP Business Network Enterprise Administrator Account

Please locate the most recent email from noreply@us.bn.cloud.ariba.com with the subject line: "ABB Asea Brown Boveri would like to connect with you on SAP Business Network. "

Click the "**Get started**" activation link in the email or copy the link and open it in one of the following supported browsers: Google Chrome, Microsoft Edge, Mozilla Firefox, or Safari.

If you are not the correct recipient, please forward this letter to the correct person without any delay.



Connect with ABB Asea Brown Boveri to collaborate on SAP Business Network!

To John Doe at Acme Supplier,

As you may be aware, **ABB – Asea Brown Boveri**, has started a project to onboard suppliers onto the **SAP Business Network** enabling them to share the benefits of effective e-Commerce collaboration of the world's largest cloud-based business network. This is a key step in our efforts to deliver an industry-leading end-to-end procurement solution. As a valued supplier to ABB, we would like to include you in this program.

Please go ahead and setup a **trading relationship with ABB** by following the instructions below. The registration process is simple and takes only few minutes, but should you need any assistance, the SAP staff are ready to support you.

Click Get started to connect.

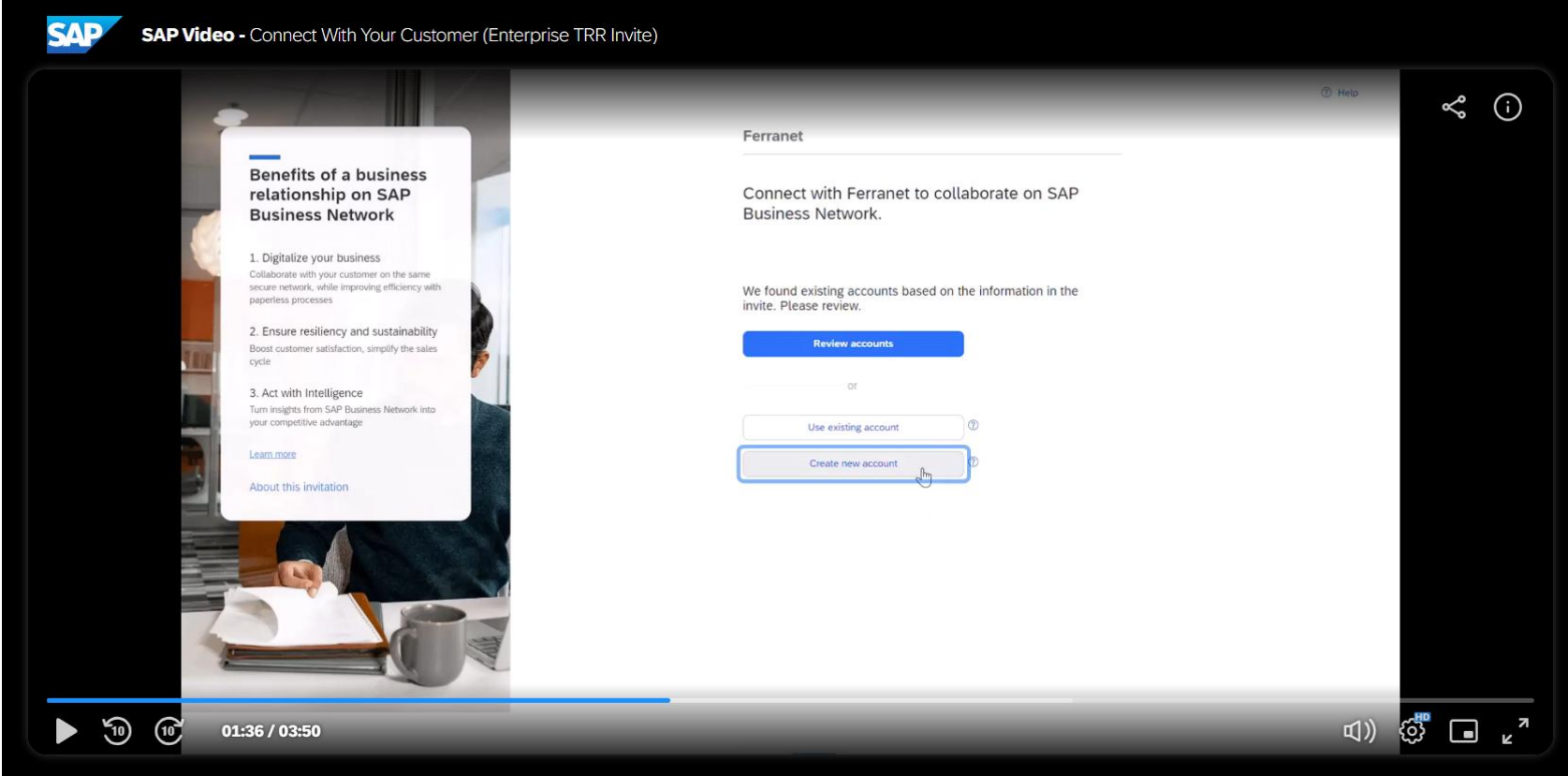
[Get started](#)

About this invitation

From:
ABB Asea Brown Boveri
Kallstadter Str. 1
68309 Mannheim

Germany
thomas.faber@de.abb.com

To:
John Doe
Acme Supplier
123 Main Street, rm
202,
San Francisco, CA
94307
United States
+1 6506906996
john.doe@acme.com



**In the Company information section,
please complete all required fields
marked with an asterisk (*).**

DUNS field is optional.

SAP SAP Video - Connect With Your Customer (Enterprise TRR Invite)

Ferranet

Create an account to connect and collaborate
on SAP Business Network

Company information ⓘ

DUNS number ⓘ
Don't know your DUNS number?

Company (legal) name *
My Company

Country/Region *
Czech Republic [CZE]

Address line 1 *
Address line 1

Address line 2

Postal code *
100 00

City *
Prague

State

01:41 / 03:50

ABB

Please fill in the administrator account information.

Please provide an accurate email address to ensure receipt of the registration confirmation.

Accept the Terms of Use by checking the boxes.

We strongly recommend saving your administrator username and password for future access.

If the username already exists, please untick the 'Use my email as my username' option when creating a new account. (See the next page for details.)

If the reCAPTCHA fails to load or verify, try switching to a mobile (4G/5G) hotspot.

Passwords must:

contain between 8 and 32 characters

include at least one lowercase letter

include at least one uppercase letter

include at least one numeric digit

include at least one special character. The special characters permitted are !"#\$%&'()*+,-./:;<=>?@[^_`{|}~

The password cannot have repetitive or sequential characters. For example, Boooook9876&, P1234#abc.

Passwords are case-sensitive.

The screenshot shows the SAP Video registration interface. At the top, the SAP logo is on the left, and the text 'SAP Video - Connect With Your Customer (Enterprise TRR Invite)' is on the right. Below the header, there's a 'Choose a state' dropdown menu. The main section is titled 'Administrator account information'. It contains several form fields: 'First name' (with 'Guide' entered), 'Last name' (with 'Guide' entered), 'Email' (with 'test@sap.com' entered), and a checkbox for 'Use my email as my username' which is checked. Below these are 'Password' and 'Repeat password' fields, both masked with asterisks. A 'Business role' dropdown menu is set to 'Business Owner'. There are two checkboxes for terms and conditions: 'I have read and agree with the Terms of Use.' and 'I hereby agree that SAP Business Network will make parts of my Personal Data...'. At the bottom of the form is a reCAPTCHA widget with the text 'I'm not a robot'. A blue 'Create account' button is at the bottom right. On the left side of the screen, there are two blue boxes with white text: 'ADMIN USER' and 'SAVE YOUR CREDENTIALS'. The video player interface at the bottom shows a play button, a progress bar at 02:10 / 03:50, and a volume icon.

Username must be in email format, can be real or fictitious, and must be unique.

To use a different username, please untick 'Use my email as my username'.

If a username already exists, you must modify it to be unique, such as by adding a numeric suffix: test_01@email.com.

SAP Business Network sends notifications only to the Email address you provided, not to your Username.

The same email address can be used for multiple accounts.

We strongly recommend saving your administrator username and password for future access.

The screenshot displays the 'Administrator account information' form within the SAP Video interface. The form includes fields for 'First name', 'Last name', 'Email', 'Username', 'Password', and 'Repeat password'. A checkbox labeled 'Use my email as my username' is present. Below these fields is a 'Business role' dropdown menu set to 'Business Owner'. At the bottom, there are two checkboxes for terms and conditions, and a link to the 'Privacy Statement'. The video player controls at the bottom show a progress bar at 02:35 / 03:50, a 'I'm not a robot' checkbox, and a 'SUBTITLES' button.

SAP Video - Connect With Your Customer (Enterprise TRR Invite)

Choose a state

Administrator account information ⓘ

First name * Last name *

Guide Guide

Email *

test@sap.com

☐ Use my email as my username

Username *

test@sap.com

Password * Repeat password *

Business role *

Business Owner

☐ I have read and agree with the [Terms of Use](#).

☐ I hereby agree that SAP Business Network will make parts of my Personal Data (as defined in the [Privacy Statement](#)) accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings.

Please see the [Privacy Statement](#) to learn how we process personal data.

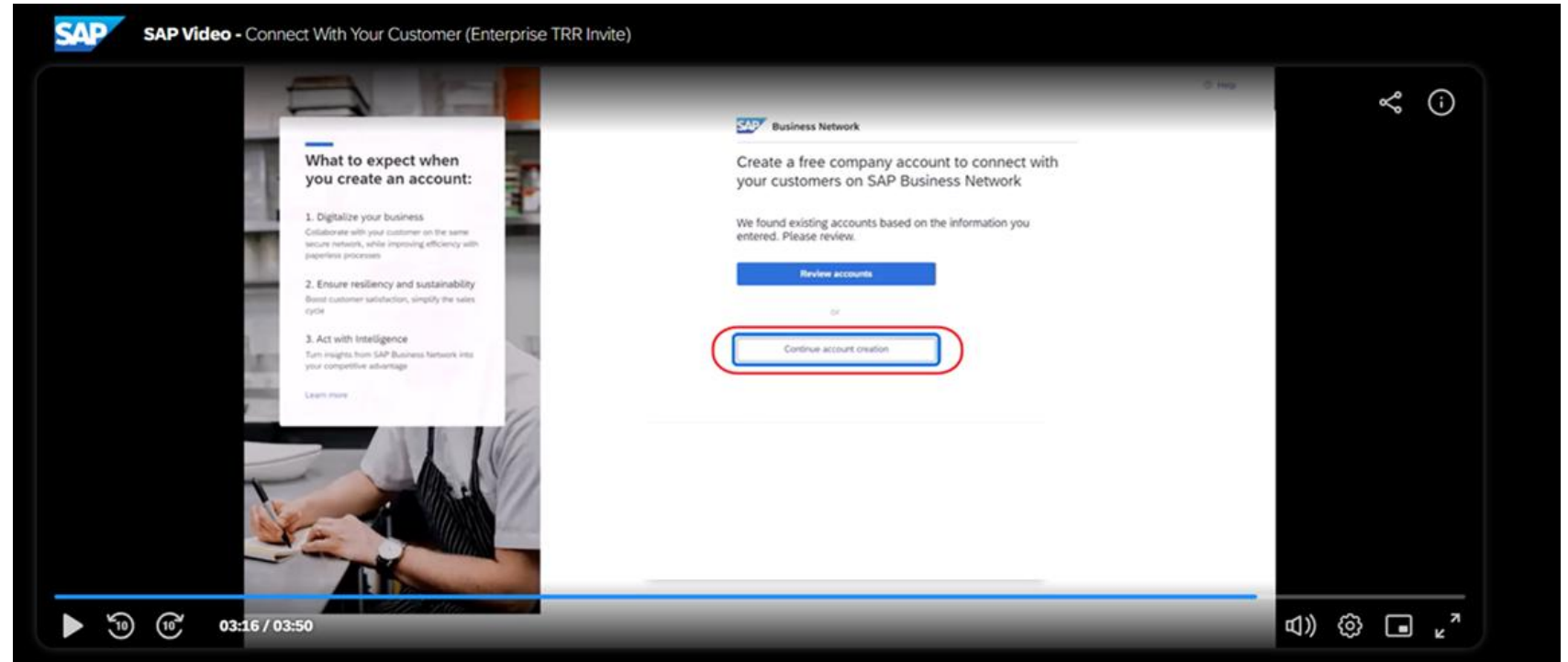
02:35 / 03:50

I'm not a robot

SUBTITLES

Please proceed by clicking **[Continue account creation]** to complete your enterprise account creation.

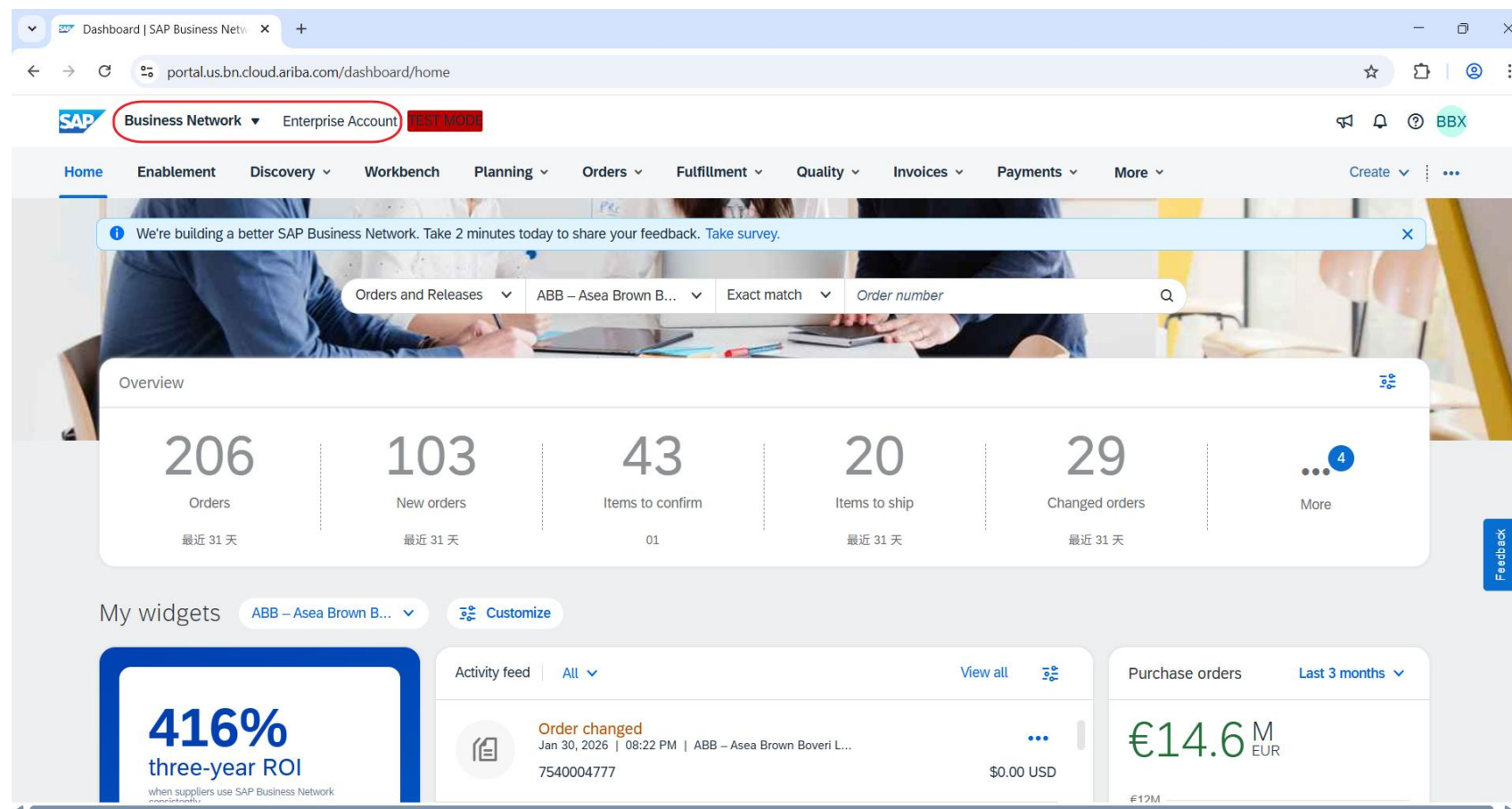
After clicking, please wait a moment; you will then be directed to your Enterprise Account homepage.



You will then be directed to your Enterprise Account homepage.

Please close any pop-up windows that may appear.

Alternatively, you can log in at <https://supplier.ariba.com/> using the administrator credentials (Admin username and password).

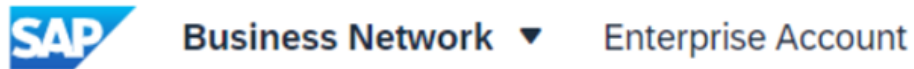


**SELECT 'USE EXISTING ACCOUNT'
TO ACCEPT THE REQUEST**

2. Accept the Trading Relationship Request by selecting the 'Use existing account' option

To use your company's existing Enterprise account to connect with ABB (one or multiple plants) on SAP Business Network for Supply Chain Collaboration, this action must be performed by the administrator of your current enterprise account.

You can verify your account type by logging in and confirming at the top of the page.



To view your administrator's contact information, follow the steps below:

1. Log in at <https://supplier.ariba.com/>.
2. In the upper right corner, click [user initials] > Contact Administrator.
3. Contact information is located underneath Account Administrator Information.

Accept the Trading Relationship Request by selecting the 'Use existing account' option

Please locate the most recent email from noreply@us.bn.cloud.ariba.com with the subject line: "ABB Asea Brown Boveri would like to connect with you on SAP Business Network. "

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Click Get started to connect.

[Get started](#)

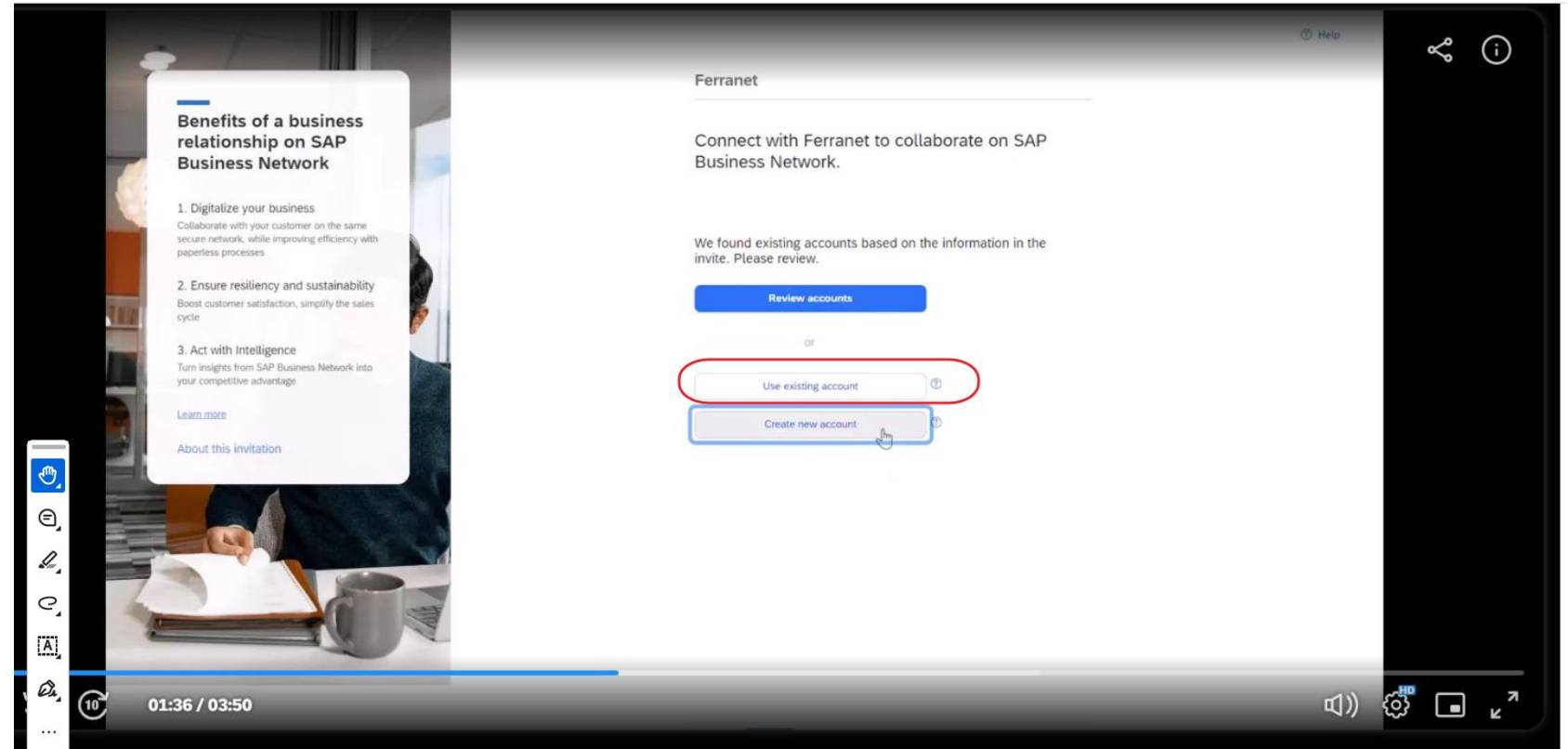
About this invitation

From:
ABB Asea Brown Boveri
Kallstadter Str. 1
68309 Mannheim

Germany
thomas.faber@de.abb.com

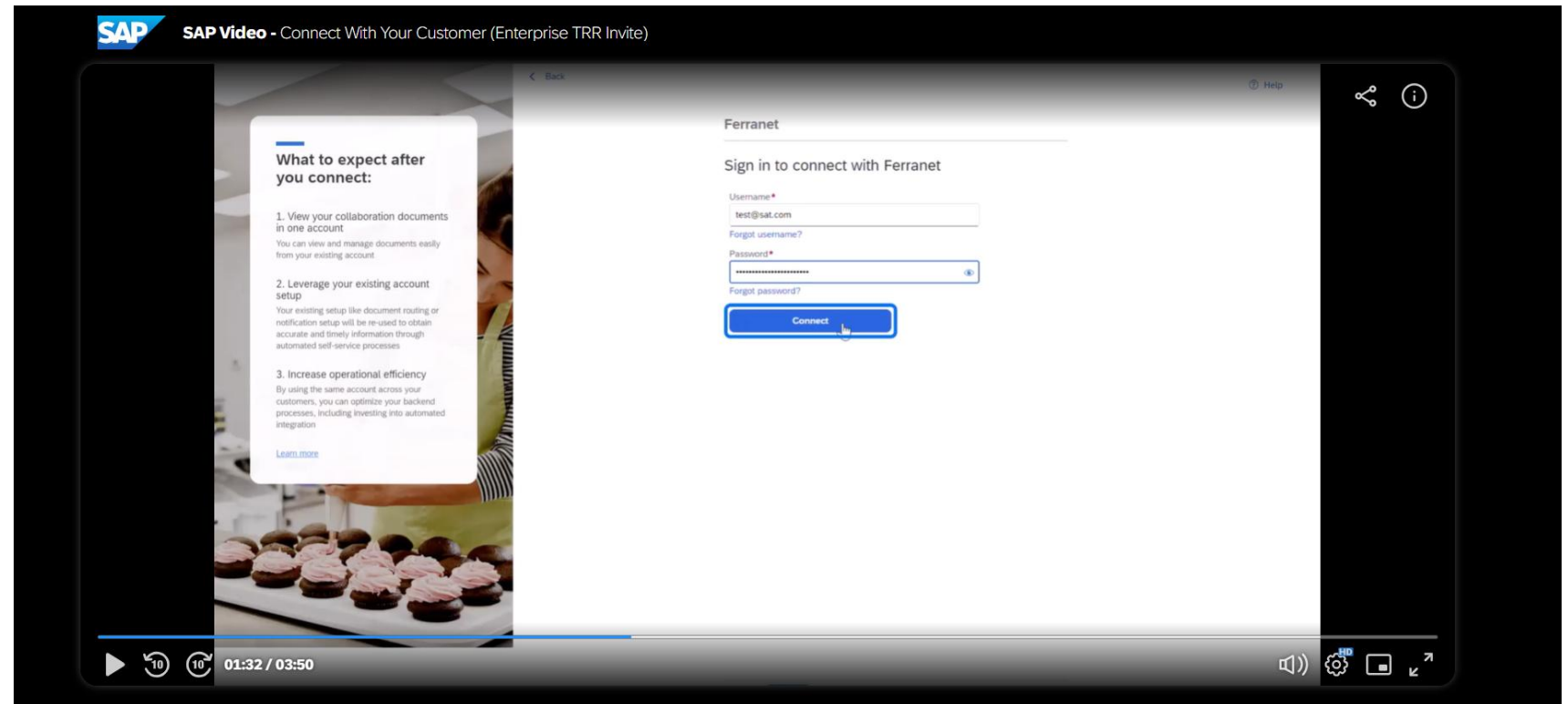
To:
John Doe
Acme Supplier
123 Main Street, rm
202,
San Francisco, CA
94307
United States
+1 6506906996
john.doe@acme.com

Please select [Use existing account]



Enter the administrator's credentials -username and password for your current enterprise account and click **[Connect]**.

After clicking, please wait a moment; you will then be directed to your Enterprise Account homepage.



**UPGRADE TO AN ENTERPRISE
ACCOUNT, THEN ACCEPT THE
REQUEST**

3. Accept the Trading Relationship Request after upgrading to an Enterprise Account

If your company has an SAP Business Network Standard Account and has not yet connected with any customers on the SAP Business Network, an upgrade to an Enterprise Account is required to connect with ABB for Supply Chain Collaboration. The upgrade from a Standard to an Enterprise Account must be performed by the administrator of your current account.

You can verify your account type by logging in and confirming at the top of the page.



To view your administrator's contact information, follow the steps below:

1. Log in at <https://supplier.ariba.com/>.
2. In the upper right corner, click [user initials] > Contact Administrator.
3. Contact information is located underneath Account Administrator Information.

Before proceeding with an upgrade, please verify Customer Relationships to see if your current Standard Account has connected with other customers on the SAP Business Network. If you need to maintain your current Standard Account for use with other customers, please consider creating a new Enterprise Account.

Important: Please note the following fee structure for the SAP Business Network Enterprise Account:

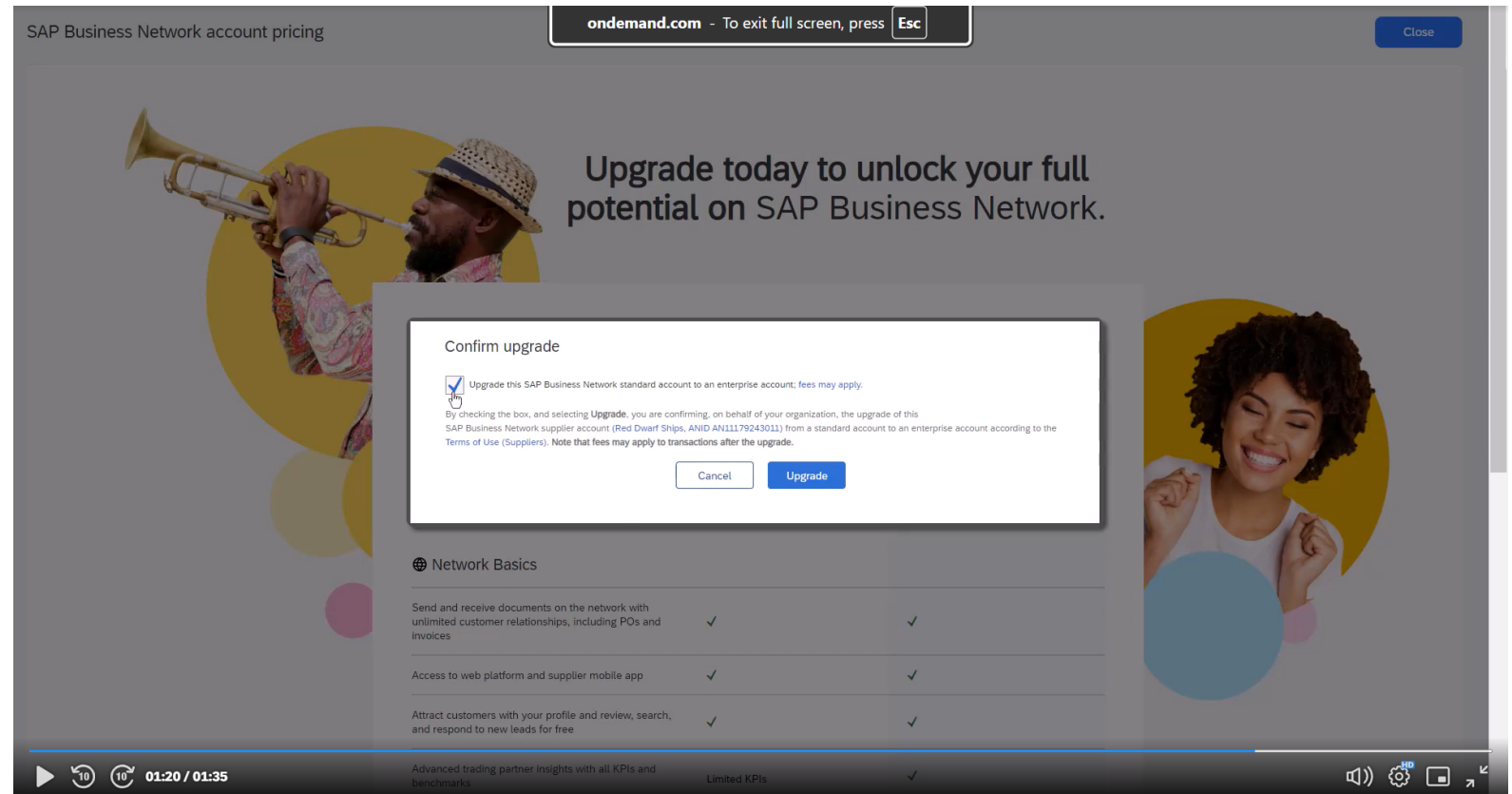
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Demo video (01:35 minutes): [SAP Video - Get an Enterprise Account](#)

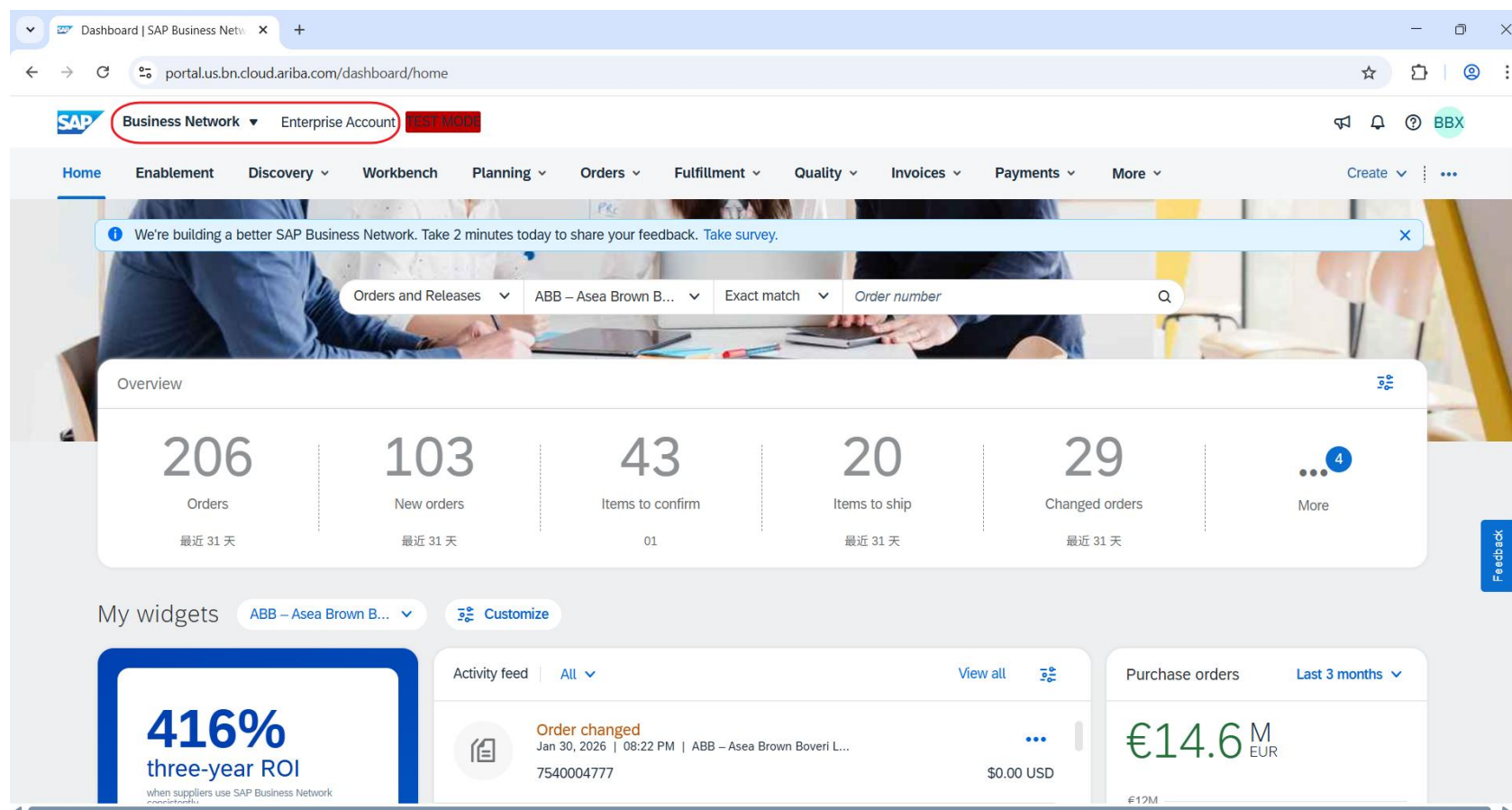
Please log in at <https://supplier.ariba.com/> using the administrator credentials. Locate the "**Get enterprise account**" button in the upper-left corner of the homepage and click it.

On the Standard vs. Enterprise account comparison page, scroll down to review the differences and then click the "**Upgrade**" button at the top.

A pop-up window titled "Confirm upgrade" will appear. **Tick the checkbox** and then click the "**Upgrade**" button.



After a successful upgrade, "Enterprise Account" label will appear at the top of the homepage:



Accept the Trading Relationship Request after upgrading to an Enterprise account

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[Get started](#)

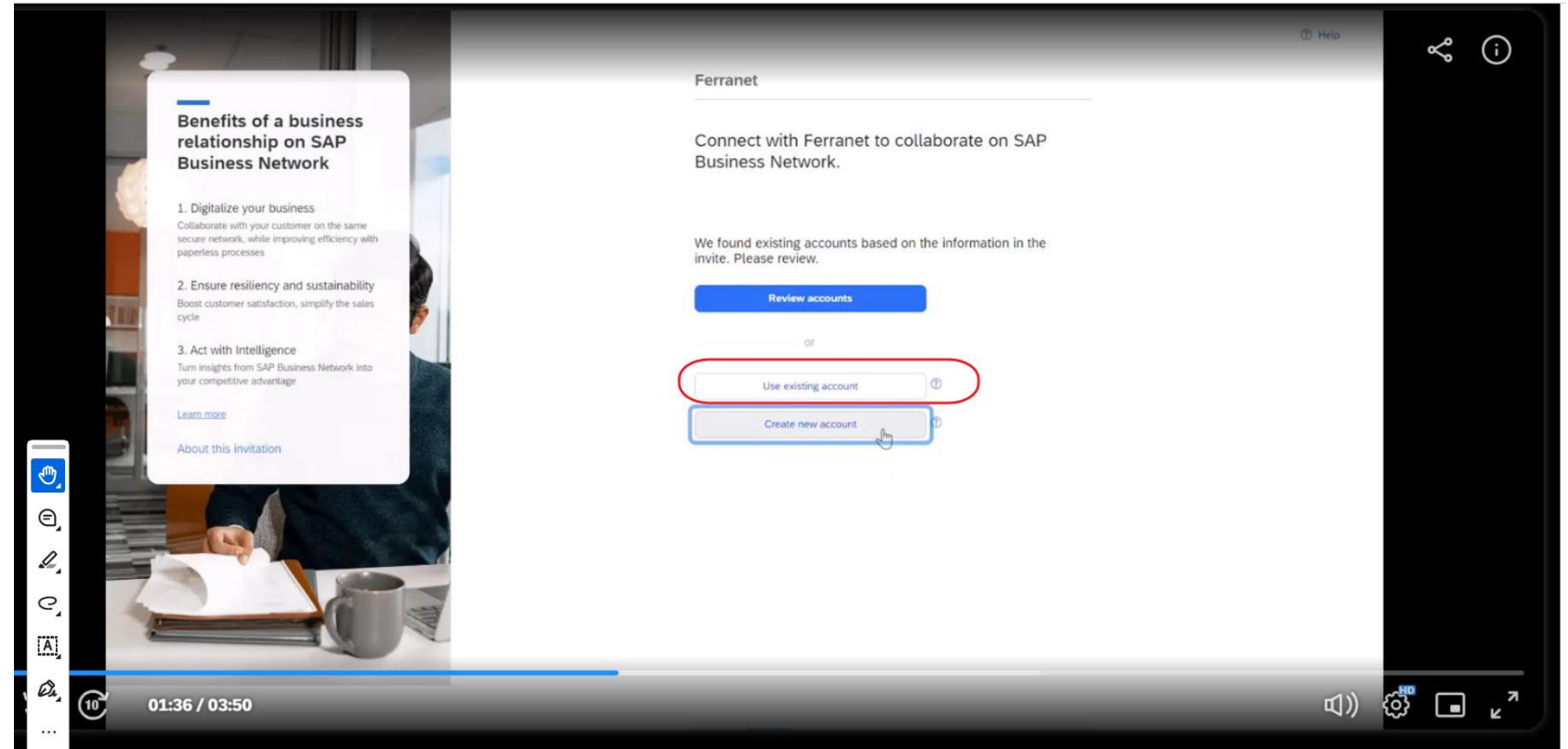
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ABB Asea Brown Boveri
Kallstadter Str. 1
68309 Mannheim

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thomas.faber@de.abb.com

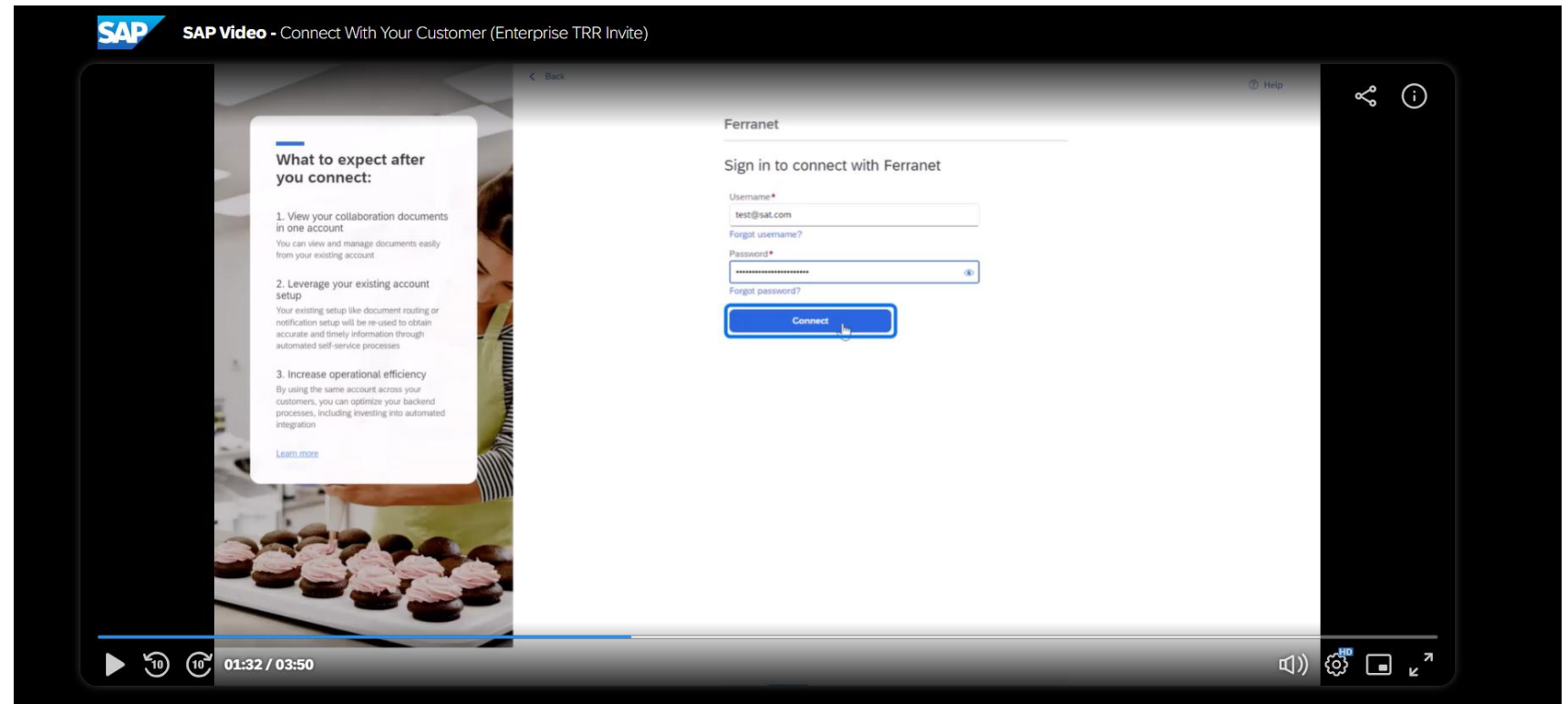
To:
John Doe
Acme Supplier
123 Main Street, rm
202,
San Francisco, CA
94307
United States
+1 6506906996
john.doe@acme.com

Please select [Use existing account]



Enter the administrator's credentials -username and password for your current enterprise account and click **[Connect]**.

After clicking, please wait a moment; you will then be directed to your Enterprise Account homepage.



CUSTOMER RELATIONSHIPS VERIFICATION

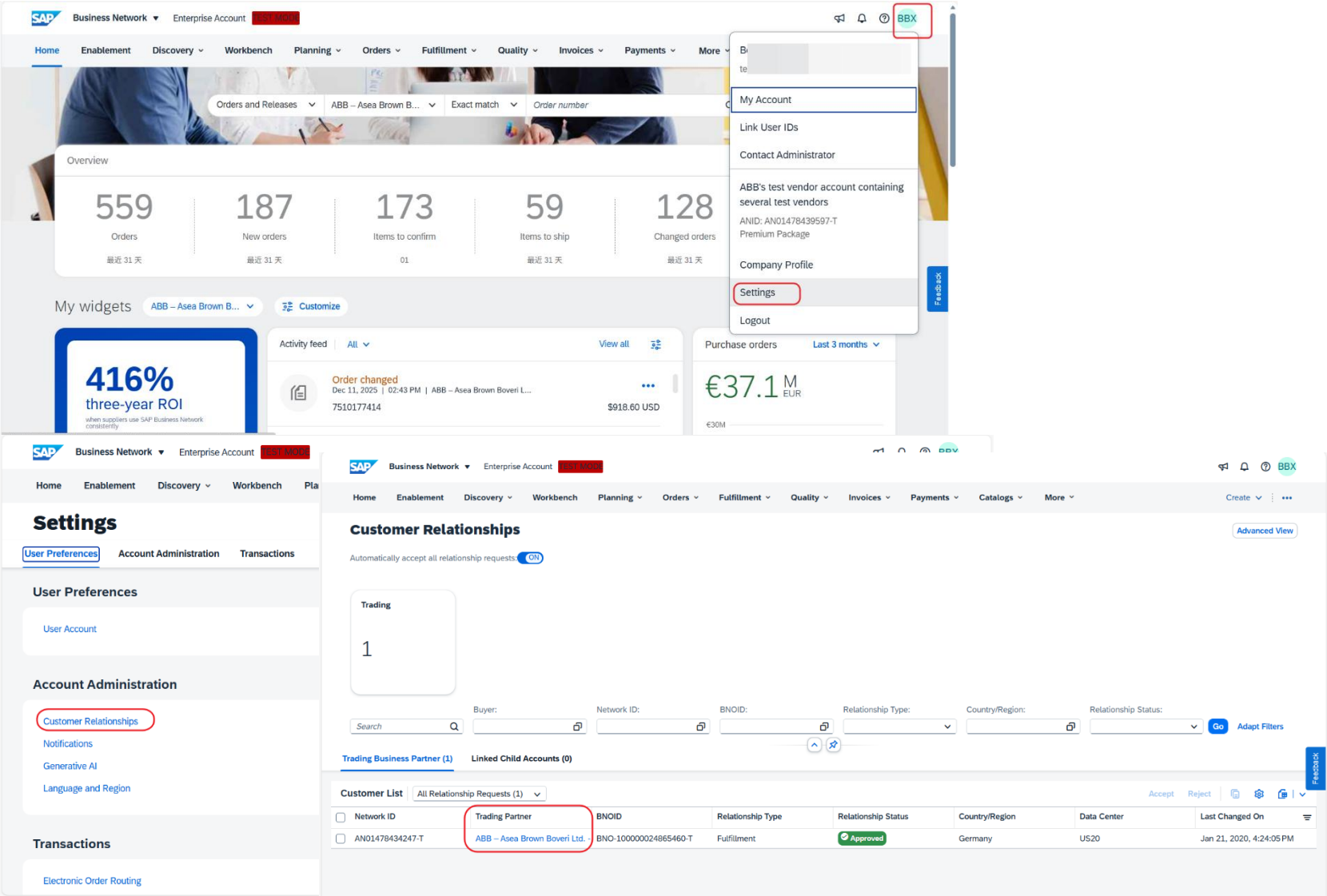
Customer Relationships Verification:

Click the circle with [user initials] in the top-right corner of the homepage.

Select "Settings"

Select "Customer Relationships" to view the customers you have connected with on the SAP Business Network.

The presence of "ABB Asea Brown Boveri" in the list of trading partners confirms that our request to establish a trading relationship has been accepted.



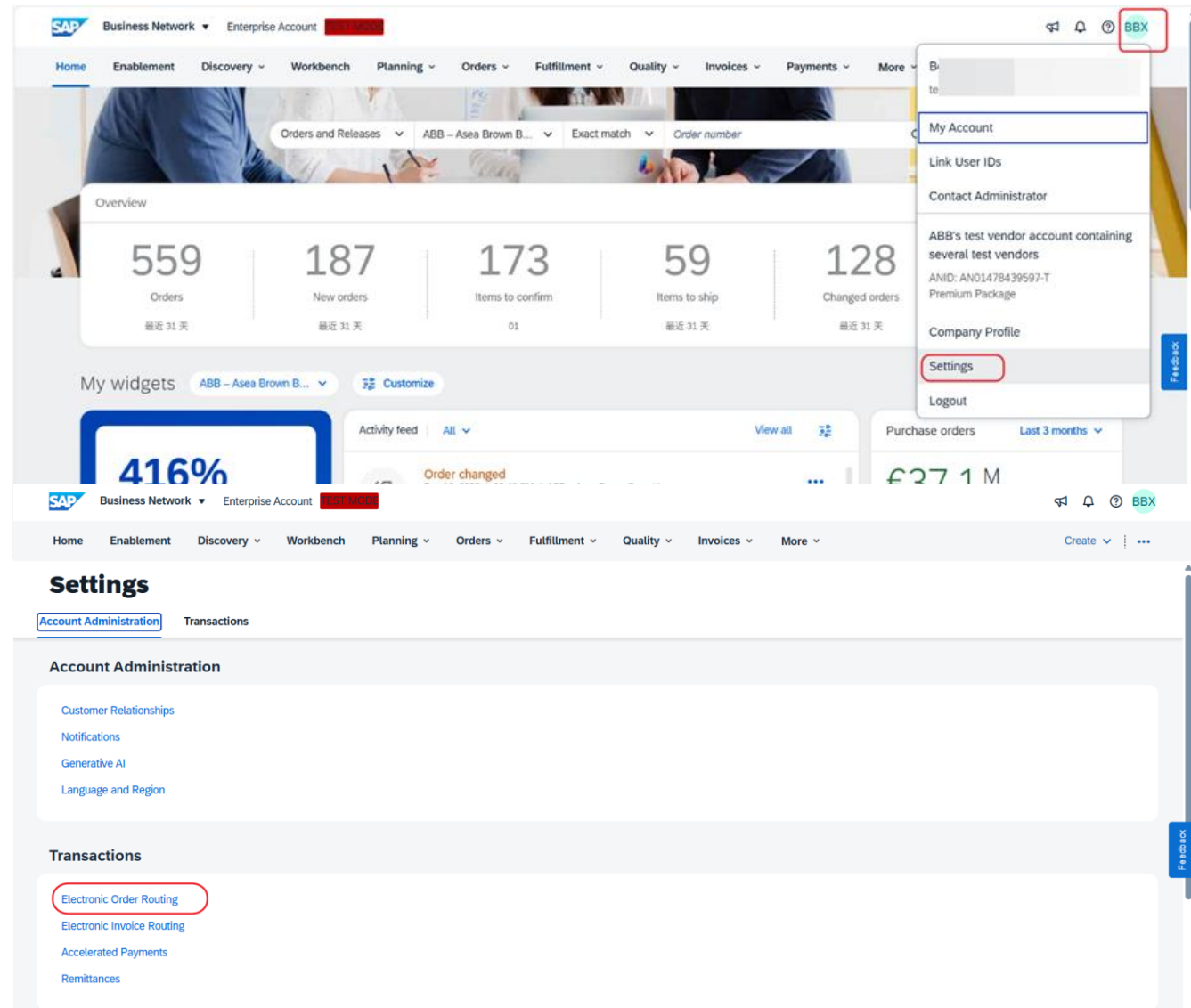
**CONFIGURE
ELECTRONIC ORDER
ROUTING AND
NOTIFICATIONS**

02

Configure Electronic Order Routing and Notifications:

Click the circle with [user initials] in the top-right corner of the homepage.
Select "Settings."

Then Select "Electronic Order Routing."



Scroll down the page, under "New Orders," choose the Routing Method "Email."

Email addresses: Enter up to five addresses (separated by commas, without spaces) to receive purchase order alerts.

Tick the second box: " Include document in the email message."

Also tick the fourth box: " Attach PDF document in the email message."

☐ Process non-catalog orders as catalog orders if part numbers are entered manually

Status Update Request Notifications

☐ Do not send status updates for inbound documents in pending queue

New Orders

Document Type	Routing Method	Options
Catalog Orders without Attachments	Email	Email address: test01@email.com,test02@email.com ☐ Attach cXML document in the email message ☒ Include document in the email message ☐ Leave attachments online and do not include them with email message. This applies to all orders with attachments that have the routing method "Same as new catalog orders without attachments". ☒ Attach PDF document in the email message
Catalog Orders with Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email ⚠ Attachments will be included in the order.
Non-Catalog Orders without Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email
Non-Catalog Orders with Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email ⚠ Attachments will be included in the order.

Change/Cancel Orders

Scroll down the page, under "Notifications," tick the box "Send a notification when orders are undeliverable."

Email addresses: Enter up to three addresses (separated by commas, without spaces) to receive alerts.

Click [Save], then [Close].

The screenshot shows the 'Notifications' settings page. The 'Notifications' tab is highlighted. The 'Order' section has the checkbox 'Send a notification when orders are undeliverable.' checked. The email address field contains 'test01@email.com,test02@email.com'. The 'Purchase Order Inquiry' and 'Time Sheet' sections have similar settings. At the bottom, there are 'Save' and 'Close' buttons.

Type	Send notifications when...	To email addresses (one required)
Order	☒ Send a notification when orders are undeliverable. ☐ Send a notification when a new collaboration request against an existing order is received. ☐ Send notification for new purchase orders to suppliers. ☐ Send notification to suppliers when purchase orders are changed. ☐ Send a notification when orders are on hold due to non-payment of fee. ☐ Send a notification when orders are ready to invoice. ☐ Send a notification when purchase order inquiries are received.	test01@email.com,test02@email.com
Purchase Order Inquiry	☐ Send a notification when purchase order inquiries are undeliverable. ☐ Send a notification when time sheets are undeliverable.	test01@email.com,test02@email.com
Time Sheet		test01@email.com,test02@email.com

Extended Profile Settings and Information

[Extended Profile Information](#)

Save Close

Go-Live Schedule

The implementation of the SAP Business Network Supply Chain Collaboration (SCC) involves two key workstreams:

- onboarding suppliers to the SAP Business Network, and
- enabling the buyer's ERP system for electronic document exchange.

Once suppliers have completed their account registration and TRR acceptance, and notification settings have been configured, the ABB team can proceed with the enablement of the buyer-side ERP system.

Once this enablement is finalized, all in-scope business documents will be routed electronically via the SAP Business Network, effective from the Go-Live date.

Please coordinate with your ABB point of contact for the confirmed Go-Live schedule.

Support

1

Local Buyer

For questions related to ABB order specifics such as PO changes, general T&C, payment terms, price tolerance, delivery date etc.

2

Supplier Information Portal

Portal for Suppliers where you can find more information on SCC project, e.g. communication, training guides and recordings.

3

SCC Enablement

For help with TRR acceptance, Business Network account setup, etc., contact the SAP Supplier Enablement Help Desk: EMEA - NAMER - APJ.

For other questions, please contact global-sccenablement@abb.com.

ABIB