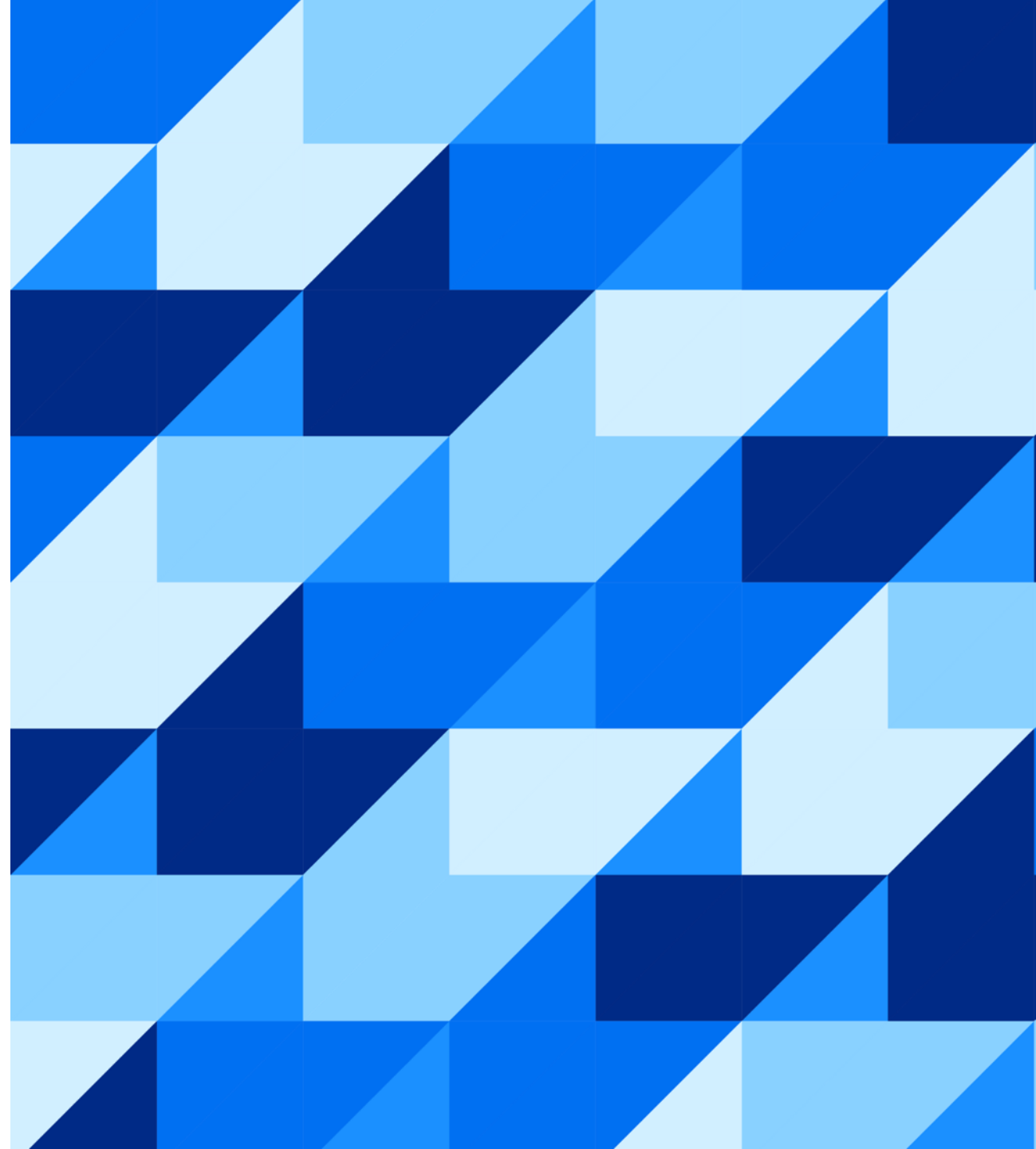


# SAP Business Network Standard Account – Upgrading to Enterprise

SAP

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# Upgrading Standard Account to Enterprise Account

- Suppliers can upgrade their Standard Account at any time. Upgraded account provides increased visibility and functionality, however subscription and transaction fees may apply. (Further detail on next screen)
- From the Home Screen, click on “Get enterprise account” for more information on upgrading your Standard Account.

The screenshot displays the SAP Business Network Standard Account home screen. At the top, the navigation bar includes 'Business Network', 'Standard Account', and a 'Get enterprise account' button. A red box highlights this button, with a red arrow pointing to it from a callout box that says 'Click Get enterprise account to learn more'. Below the navigation bar, there are tabs for 'Home', 'Enablement', 'Discovery', 'Workbench', 'Catalogs', and 'Assessments'. The main content area features a large banner with a search bar and a dashboard with four metrics: 'Open postings', 'Matched Leads', 'Invited Leads', and 'Enablement Tasks', all showing '0' for the 'Last 90 days'. Below the dashboard is a 'My widgets' section with a 'Customize' button. The widgets include: 'Download app' with Google Play and App Store icons; 'Company profile' showing a 35% completion progress ring and a 'Complete profile' link; 'My leads' showing a document icon and a 'Search leads' link; and 'Shipment tracking' with a 'Purchase order number' input field and a 'Track' button. A 'Feedback' button is visible on the right side of the page.

# Upgrading Standard Account to Enterprise Account

- Next screen will load showing side by side comparison of Free –SAP Business Network Standard Account and Upgraded – SAP Business Network Enterprise Account
- After reviewing information within the links on the page (Including Fee Schedule), click “Upgrade” to proceed with upgrading your account
- Click “Close” to return to your Standard Account without upgrading

The screenshot displays the SAP Business Network account pricing page. At the top, it shows 'Standard Account' and 'TEST MODE'. The main heading is 'SAP Business Network account pricing'. A red box highlights a 'Close' button with the text 'Click Close to return to Standard Account Homepage'. The main content area features a man playing a trumpet and the text 'Upgrade today to unlock your full potential on SAP Business Network.' Below this is a comparison table between 'Standard account' and 'Enterprise account'. The 'Standard account' is listed as 'Your account' and 'Free'. The 'Enterprise account' is listed as '(Upgrade)' and 'Fees may apply', with an 'Upgrade' button. A red box highlights the 'Fees may apply' text with the text 'Click to review fee information'. Below the comparison is a section titled 'Network Basics' with a table of features and their availability for each account type.

	Standard account Your account Free	Enterprise account (Upgrade) Fees may apply Upgrade
<b>Network Basics</b>		
Send and receive documents on the network with unlimited customer relationships, including POs and invoices	✓	✓
Access to web platform and supplier mobile app	✓	✓
Attract customers with your profile and review, search, and respond to new leads for free	✓	✓

# Upgrading Standard Account to Enterprise Account

- A window will appear prompting you to review and accept the Ariba Network Terms of Use and Supplier Fees
- Tick the box, then click “Upgrade” to finish the upgrade process

The screenshot shows the SAP Business Network account pricing page. At the top, it says 'Standard Account' and 'TEST MODE'. The main heading is 'SAP Business Network account pricing'. Below this, there is a large image of a man playing a trumpet and a woman smiling. The text reads: 'Upgrade today to unlock your full potential on SAP Business Network.' A dialog box titled 'Confirm upgrade' is overlaid on the page. It contains a checkbox with the text 'Upgrade this SAP Business Network standard account to an enterprise account; fees may apply.' Below the checkbox, there is a paragraph of text: 'By checking the box, and selecting Upgrade, you are confirming, on behalf of your organization, the upgrade of this SAP Business Network supplier account (Carissa Test Standard Account, ANID AN01432134463-T) from a standard account to an enterprise account according to the Terms of Use (Suppliers). Note that fees may apply to transactions after the upgrade.' At the bottom of the dialog box, there are two buttons: 'Cancel' and 'Upgrade'. Below the dialog box, there is a table titled 'Network Basics' with three rows of features and their status.

Network Basics		
Send and receive documents on the network with unlimited customer relationships, including POs and invoices	✓	✓
Access to web platform and supplier mobile app	✓	✓
Attract customers with your profile and review, search, and respond to new leads for free	✓	✓

# Thank you.

