



# SAP Business Network Supplier Guide Add-On

Your companion guide for transacting with BT Group

## 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 BT Group, please follow the steps below:

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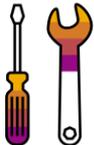


### Visit our [Supplier Training page](#)

Learn how to set up and operate your supplier account on the SAP detailed Supplier Training Page. If the above hyperlink doesn't work, copy-paste the following links in your browser instead:

[https://support.ariba.com/Adapt/SAP\\_Business\\_Network\\_Supplier\\_Training/](https://support.ariba.com/Adapt/SAP_Business_Network_Supplier_Training/)

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### Review the specifics of transacting with BT Group

Make sure to read through this document to become familiar with all business specific actions and requirements from BT. 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!



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## SCOPE OF BT GROUP'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.

| <b>Supported Documents</b><br>On this SAP Business Network relationship   | <b>Not Supported Documents</b><br>On this SAP Business Network relationship   |
|---|---|
| <p><b>Purchase Orders (PO)</b><br/>Orders from your customer sent through SAP Business Network</p> <p><b>Invoices</b><br/>Your company's tax invoice for goods/services delivered for suppliers not using Tungsten as their electronic invoicing solution for BT.</p> <p><b>Credit Invoices/Credit Memos</b><br/>Item level credits; price/quantity adjustments</p> <p><b>Remittance Advices</b><br/>Informational documents advising which Invoices have been paid and the amounts, so it can be used for reconciliation purposes.</p> | <p><b>Invoicing for Purchasing Cards (P-Cards)</b><br/>An invoice for an order placed using a purchasing card</p> <p><b>Summary or Consolidated Invoices</b><br/>Apply against multiple POs</p> <p><b>Header Level Credit Memos</b></p> <p><b>Purchase Order Confirmations (OC)</b><br/>Confirmation of your company's ability to provide the goods/services on the PO. Applies against a whole PO or line items.</p> <p><b>Ship Notices (ASN)</b><br/>Advice to your customer on what has been shipped and delivery date.</p> <p><b>Service Sheets (SES)</b><br/>Pre invoice validation/approval of services and service delivery times.</p> <p><b>Invoices</b></p> <ul style="list-style-type: none"> <li>• <b>Non-PO Invoices</b> (or PO not received through AN)</li> <li>• <b>Blanket Purchase Order (BPO) invoices</b></li> <li>• <b>Service Invoices</b></li> <li>• <b>Contract Invoices</b></li> </ul> <p><b>Goods Receipt Notices</b><br/>Informational documents advising the correct receipt of goods by your customer.</p> <p><b>Schedule Payments</b><br/>Displays payment information for specific invoices</p> |

## 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 'I Need to create / configure my supplier account' 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
- Set up a test account (**only** if you are publishing an electronic catalog or starting an integration project)

## TRANSACTIONING ON SAP BUSINESS NETWORK

This section mentions the specifics of transacting with BT Group 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 invoicing are available on our [Supplier Training Page](#), under the *Invoicing* section.

- A new and unique invoice number must be provided for each invoice
- Invoice reference numbers must be maximum 16 characters
- Duplicate invoices will be rejected unless resubmitting a corrected invoice that previously had a failed/rejected status on AN
- BT Group prefer invoices to be submitted electronically
- An invoice previously submitted cannot be cancelled. For corrections and adjustments, please create a Credit Memo.

## 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 the [Supplier Training Page](#)
- For help on specific tasks, see the [SAP Supplier Library of training videos](#)
- For general support information go to [SAP Help Portal](#)

For help on the BT Supplier Network please email [mfb.supplier.enablement@bt.com](mailto:mfb.supplier.enablement@bt.com)

[www.sap.com/contactsap](http://www.sap.com/contactsap)

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