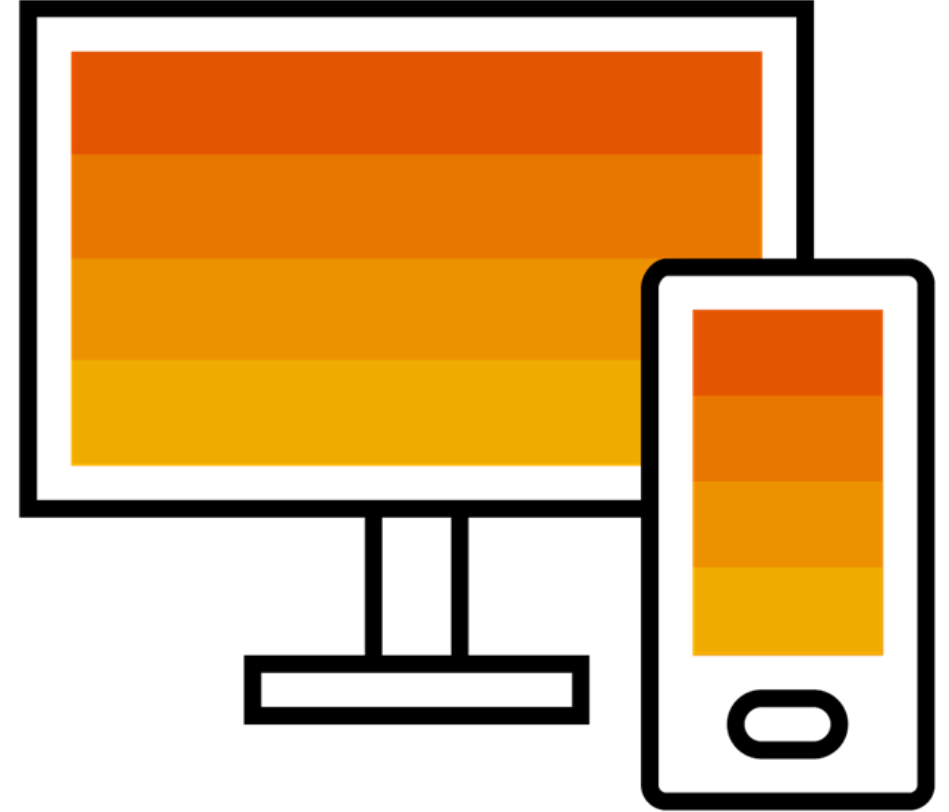# Cairn
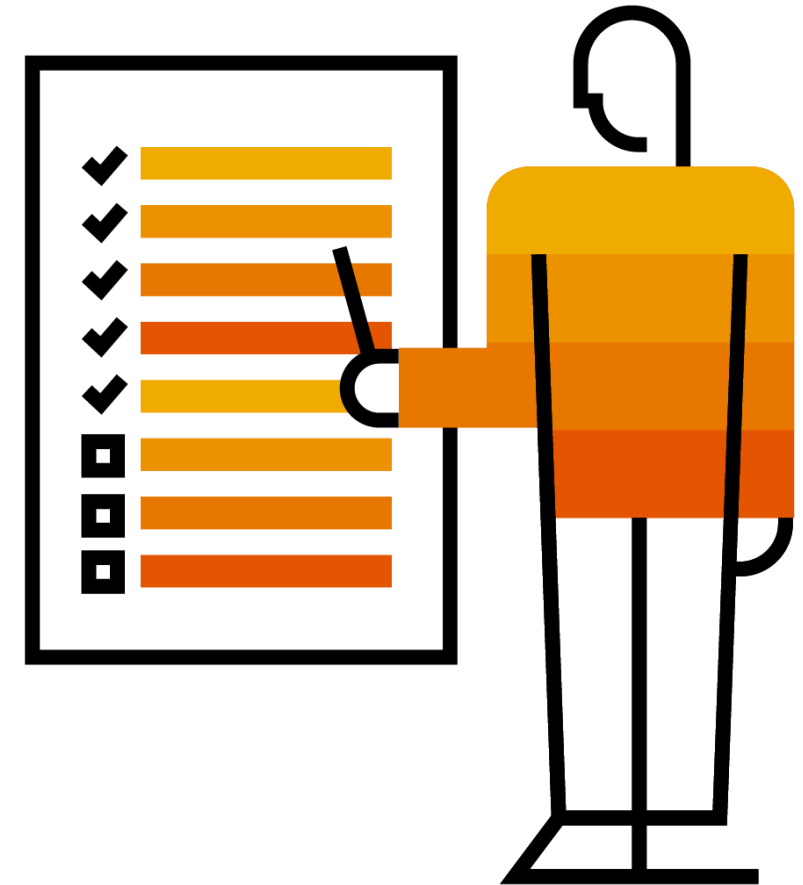## Standard Account
Supplier Training

Public

Agenda

❑ Speaker Introductions

❑ Cairn Initiative Overview

❑ Describe SAP Business Network, Standard Account

❑ Enterprise Account & Optional Upgrade

❑ Account Configuration & Transacting Specifications
  ❑ How to Register
  ❑ Order Routing
  ❑ System Demonstration

❑ Support & Questions

Speaker Introductions

- **Suprit Wakde**
  Project Implementation Team, Deloitte

- **Siddharth Gopinath**
  Network Deployment Lead, SAP

- **Sandesh Kashivishwanath**
  Network Deployment Lead, SAP

- **Mona Vardhan**
  Senior Supplier Education Specialist, SAP

Cairn Program Overview

Ariba Commerce Automation

Ariba Commerce Automation forms a part of Post PO Collaboration and e-Invoicing with the following features:

- Online Dashboard for the Suppliers

- Workflows Notifications/Approvals

- Viewing Purchase Orders

- Creating Order Confirmation

- Creating Advance Shipment Notification (ASN)

- Creating Services Confirmation Note (SCN)

- e-Invoicing (Would be available in Phase 2)

Ariba Network Account

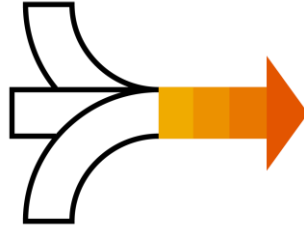- Standard Account (Free)

- Enterprise Account (Fees May Apply)

Why SAP Business Network?

World's Largest Trading Community over $3 trillion
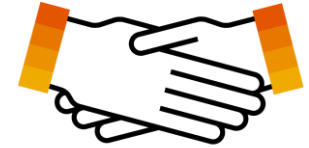
Experienced Leaders

- 2000 Global buyers can find your products and services

- Best in class expertise, experience, and advice for B2B eCommerce and Integration

Single Point for Business Collaboration

One Account

- Manage leads, proposals, contracts, orders, and various electronic documents

- Collaborate with multiple customers

Works With How You Do Business

Flexibility

- Access a wide range of transaction options

- Use many browsers, formats, languages, and currencies

What is an SAP Business Network, Standard Account?

- ❑ Basic Account that gives you access to SAP Business Network

- ❑ Receive interactive email purchase orders

- ❑ Invoice through the SAP Business Network

- ❑ **No fees**

- ❑ Intended for low volume suppliers
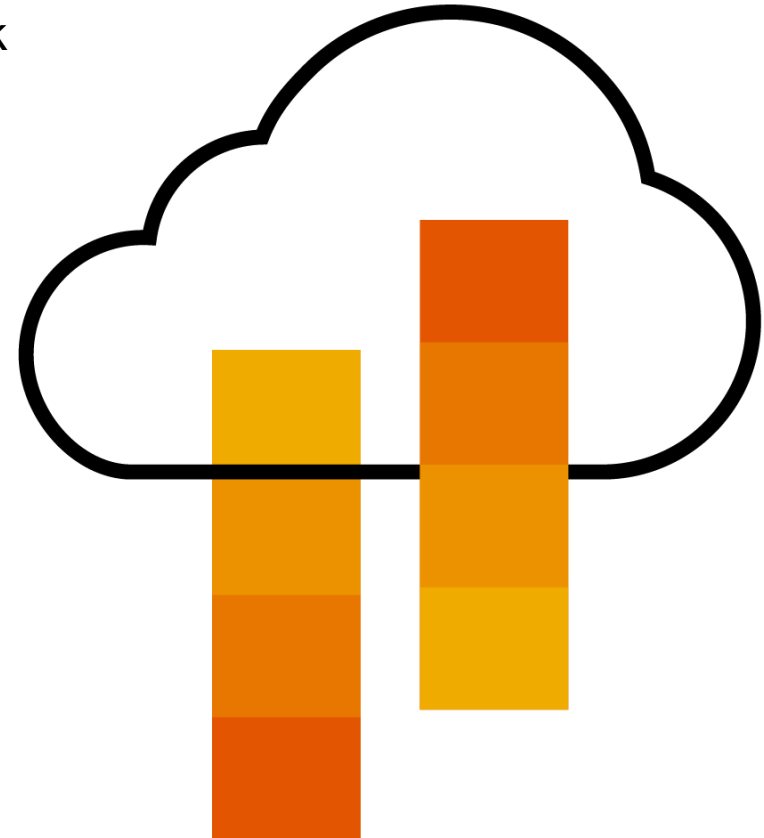
What You Get With Your Free Standard Account

SAP Business Network Discovery
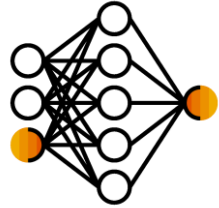
- ❑ Receive High Quality Matched Sales Leads
- ❑ Attract Potential Customers
- ❑ Get Invited to Sourcing Events

Collaboration & Document Exchange

- ❑ Free Access To SAP Business Network's Contract Management Module
- ❑ Respond To Emailed Orders And Check Invoice Status
- ❑ Send Invoice Notifications
- ❑ Catalog Set Up/Access (self-service)

Usage

- ❑ No Transaction Document Limitations
- ❑ Unlimited SAP Business Network Relationships
- ❑ Online Support Via The Help Center

SAP Business Network Supplier Mobile App

- ❑ Work On-The-Go
- ❑ Receive Real-Time Alerts
- ❑ Monitor Key Activities

What You Get With An Enterprise Account

Document Exchange

(Purchase Orders, Invoices, & More)

- ❑ Use CSV Uploads To Manage Large Document Counts
- ❑ Full Access To Workbench

Integration & Electronic Catalogs

- ❑ Integrate Your Back-End System With SAP Business Network Through cXML, EDI or CSV
- ❑ Create/Publish Electronic Catalogs To Enhance PO Accuracy
- ❑ Link Your Current E-Shop To Your SAP Business Network Account

Legal Archiving & Reporting

- ❑ Access Long-Term Archiving
  (Regional Restrictions May Apply)
- ❑ Track Transactions & Sales Activities With Full Access Reporting

Support

- ❑ Access The Entire Documentation Database
- ❑ Contact Customer Support By Phone, Chat, Or Web Form

Standard Account Vs. Enterprise Account On SAP Business Network

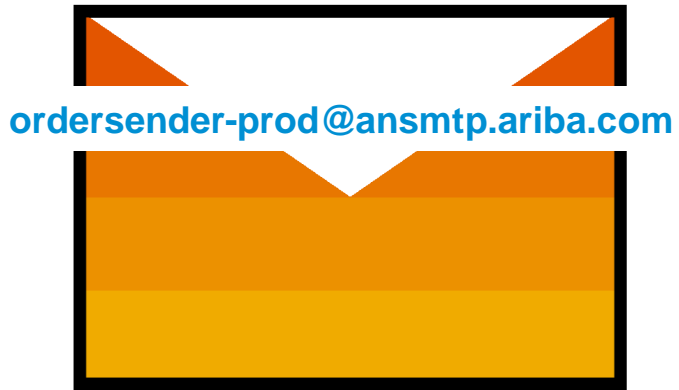| Features	Standard Account	Enterprise Account
Access	Email notifications/workbench	Online dashboard/workbench
Company Profile	✓	✓
Purchase Order, Order confirmation (full & partial), Ship Notice, Service Entry Sheet, (Non-PO) Invoice, Credit Memo	✓	✓
Electronic Catalogs	✓ Self-service only	✓
Document status	Email notifications/workbench	Workbench with easy access from any browser
Legal Archive	Email notification and online download	• Long-term archiving for global compliance (Regional restrictions apply) • Capability to mass download invoices for local archiving
Support	Online Help Center	• Support via phone, chat, or email • Direct access to enablement experts for onboarding assistance • Technical support for configuration and integration assistance • Online educational training courses
Integration	✗	✓
Reporting	✗	✓
Multiple customer relationships	✓	✓
Multi users	✓	✓
Mobile App	✓	✓
Discovery	✓ Fees may apply to respond to leads. Click here for more information.	✓ Fees may apply to respond to leads. Click here for more information.
Fees	FREE	Fees may apply, See complete details.

How To Upgrade from Standard Account To Enterprise Account
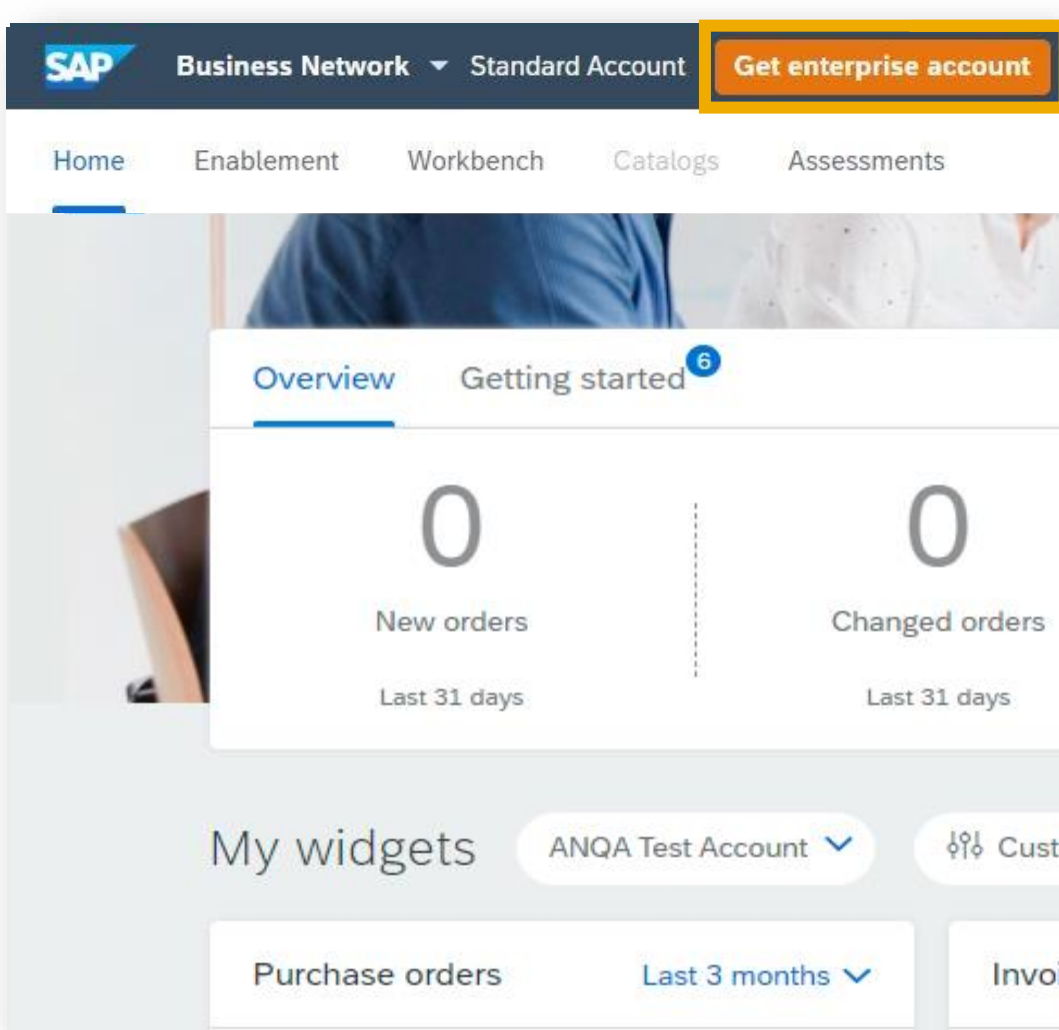
Upgrade to realize the full value of SAP Business Network

FULFILLMENT	STANDARD ACCOUNT Your current account	ENTERPRISE ACCOUNT Upgrade
Orders and invoices	✓ Respond to emailed orders using features that your customer requests, like order confirmations, ship notices and invoices ✓ Check invoice status and create non-PO invoices, if supported by your customer	✓ Skip the emails. Get and manage orders and invoices all on Ariba Network. ✓ Use CSV uploads to manage large documents.
Catalogs	✓ Publish catalogs that detail your products and services *	✓ Publish catalogs that detail your products and services
Integration		✓ Integrate with your backend systems through CXML or EDI
Legal Archive		✓ Access to long-term invoice archiving (regional restrictions apply)
Reporting		✓ Get reports to track transactions and sales activities
Support	Help Center	✓ Help Center, phone, chat, and web form
Fees	Free	Based on usage

*Standard account users will self-enable catalogs. Help center content and documentation is available for self-service.

By the way, you can use these with any account.

| SELLING		
Ariba Discovery		✓ Join our business matchmaking service to get high quality sales leads. Fees may apply
Sourcing, Contract Management		✓ Attract potential customers with your profile and get invited to auctions and other events.

Learn more about all the features of Ariba Network.

Register For A Standard Account

ordersender-prod@ansmtp.ariba.com

Receive Interactive Email PO

Click The Process Order Button
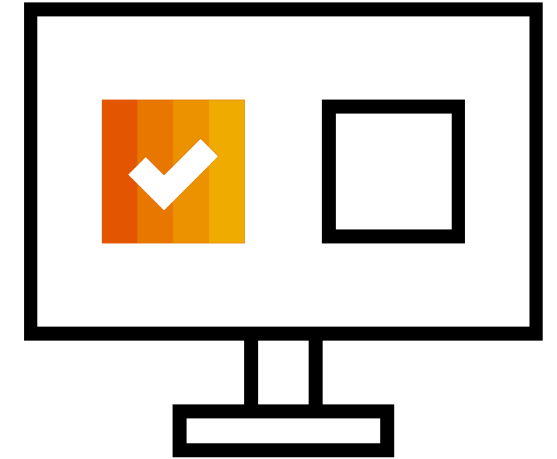
Sign Up Or Login

Register For A Standard Account
Receive Interactive Email Order From Customer

SAP Ariba ⋀

Your Customer sent a new order

If more than one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to them as well.

Your customer sends their orders through Ariba Network. You'll get a FREE Ariba Network standard account to process this order. If you have an account, you can use it and log in now.

[Process order]

IMPORTANT:

Before You Click The **Process Order** Button For The First Time:

1. Align Internally
2. Designate / Know Administrator

To Get Started:

Click The **Process Order** Button In The PO Interactive Email

Register For A Standard Account
Review Accounts, Connect or Sign Up

A. Click **Review accounts** if you want to check for an existing account for your company

B. Use your existing Standard or Enterprise account by clicking on **Use existing account**

C. Select the **Create new account** option to create a new Standard account

Register For A Standard Account
Configure Account, Accept Terms of Use, And Register

1. Review your **Company Information**

2. Enter your **Administrator Account Information**

3. Accept **Terms of Use** and **Privacy Statement** click on **Create account**

Process The First PO
Supplier Portal Workbench

Access all your received and sent documents in your SAP Business Network **Workbench**.

Transact With Your Customer
Process Purchase Orders

Depending on the scope of your customer you may see more document options or some of the buttons may be greyed out.

Create Order Confirmation ▼ | Create Ship Notice | Create Invoice ▼

Order Detail | Order History

From:
Customer
Energie
Address ID: PO3

To:

Comments
Header level comments like Terms and Conditions etc.

Contact Information
Requisitioner Address
Requisitioner user name
New Street
London

L12345
United Kingdom
Email: requisitioner@test.com
Address ID: 10000199

Supplier Address
Supplier Company Ltd
New Street
London

LN155PP
United Kingdom
Address ID: SUP00

Help Topics

Search Help Topics

Documentation

Support

What's New (2:54)

What is SAP Business Network?

Introducing the new SAP Busin...

Orders and invoices (2:59)

Common browser issues

How do I create an invoice?

- Click On The **Buttons At The Top Of The Purchase Order** To Get Started

- If You Need Assistance, Please Refer To The Articles In The **Help Center** (Right-Hand Side)

Already Have An Enterprise Account?
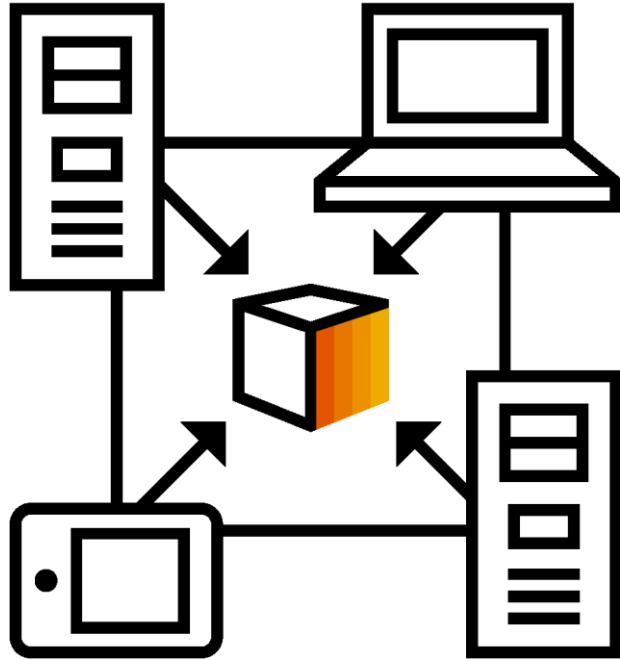
Manage Two Separate Accounts

**Add Standard Account Relationship
To Enterprise Account**

(May Incur Fees!)

How To Merge Your Standard Account PO
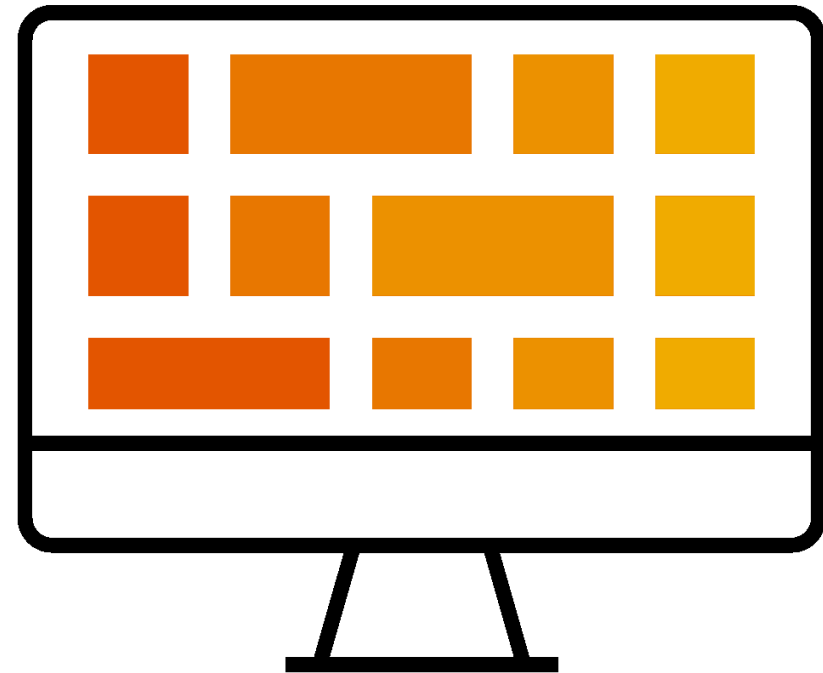# Into Your Existing SAP Business Network Account

If more than one email address is associated with your organization for PO deli
be sent to them as well.
Your customer sent you this order through Ariba Network.

(1) Process order

(i) Potential existing accounts   **(2)** X

We have noticed that there may already be an Ariba Network account registered by your company.
Please review before you create a new account.

Review accounts

Join your customer on SAP Business Network

Sign up   Or   Search your company

(3) Already have an account? Log in

SAP Ariba

View all your documents in one SAP Business Network account

Ariba Network can transfer documents into your company's existing Ariba Network account. This allows you to view and manage documents easily from your existing account, without having to register a new Ariba Network account.
After you log in, your documents may be temporarily unavailable while the transfer process is completed.

Notes:

Fees may apply based on your account type. To see your account type, sign in and go to Company Settings.
You must be an Account Administrator on your company's Ariba Network account to transfer documents into the account.

To get started, log in to your existing supplier account.

Username: [   ]

Password: [   ]

(4) OK

Notes:

- PO email notifications will come from:
  ordersender-prod@ansmtp.ariba.com

- Please be aware that if the Standard Account is registered from the Standard Account PO invitation, then the PO can no longer be merged into an existing account.

Video Demo

[Supplier Information Portal](#)

Support Options

Help Center

- SAP Business Network guides, articles and step-by-step instructions

SAP Business Network Support Pages

- Standard Account specific documentation
- SAP Business Network Supplier Training

Your Customer

ariba.helpdesk@cairnindia.com
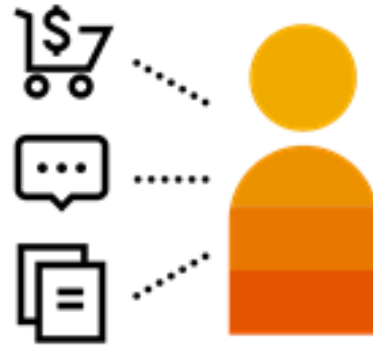
Ariba helpdesk land line no - 0124-4593323

Supplier Information Portal

Cairn functional guides, technical specifications, and support resources

Questions?

Please Submit Your Questions Via the Q&A Widget

Business Related Questions:

ariba.helpdesk@cairnindia.com

Thank you.