

SAP Business Network

Supplier Enablement Package –

SAP Ariba Guided Buying Roll-out



Audience: Essity Suppliers



Nordics Locations



Supplier Enablement Package – SAP Business Network

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ESSITY Initiative Overview

Supplier Enablement Package – SAP Business Network

ESSITY Initiative Overview

What?



Essity is moving forward with **SAP Business Network** platform implementation in next Nordics locations as a part of global digital transformation project.

In consequence, the old methodology will be replaced by a new portal and **suppliers will be requested to collaborate with Essity in a new way.**

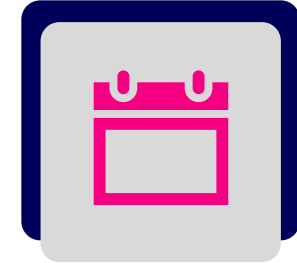
Why?



Establishment of one single platform will help us to **automate some time-consuming manual processes within supplier interactions and will increase data transparency.**

Implementation of the new way of working will lead to mutual benefits and **help improve the entire procurement process.**

When?



Go-live planned on October 2nd

Supplier pre-requisites

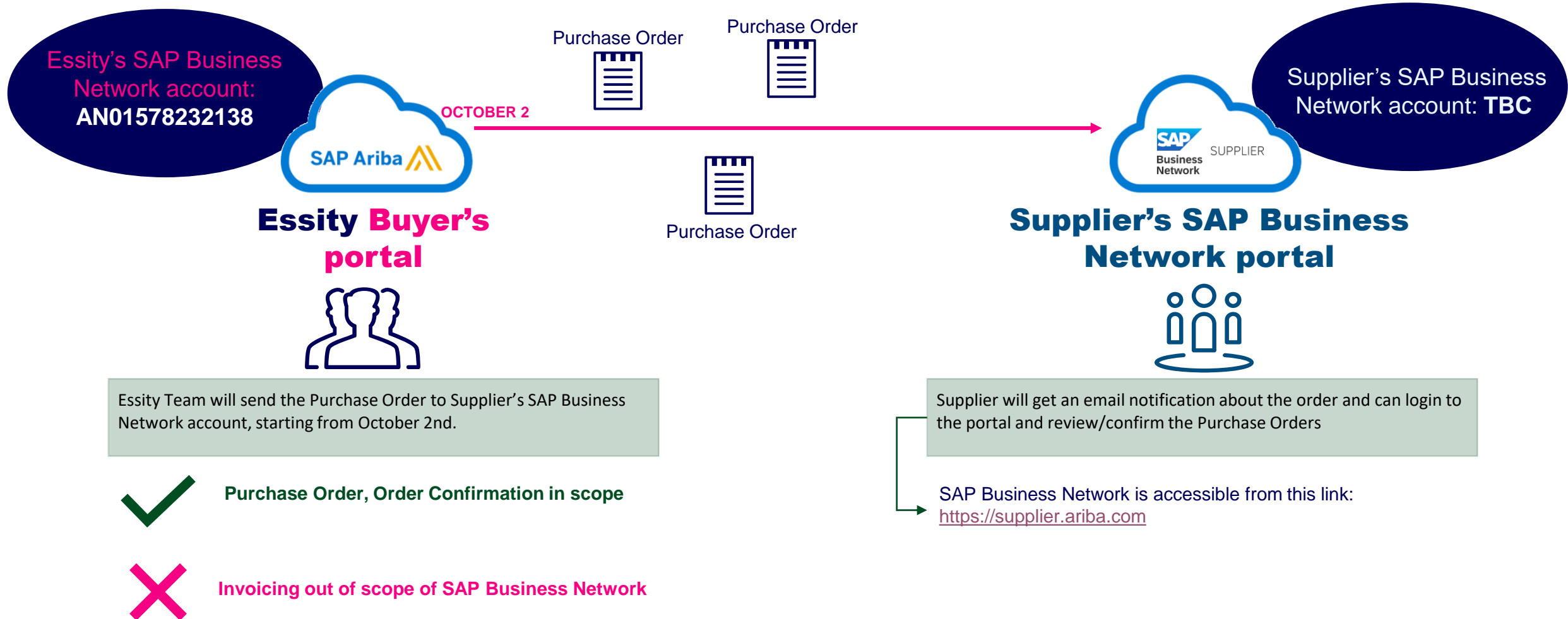


Since, current transactions volume is high, supplier is requested to use SAP Business Network Account to transact with Essity. Supplier might have the option to either create a new account or connect to existing SAP Business Network Account.

The deadline for Account Creation/Connection is September 15.

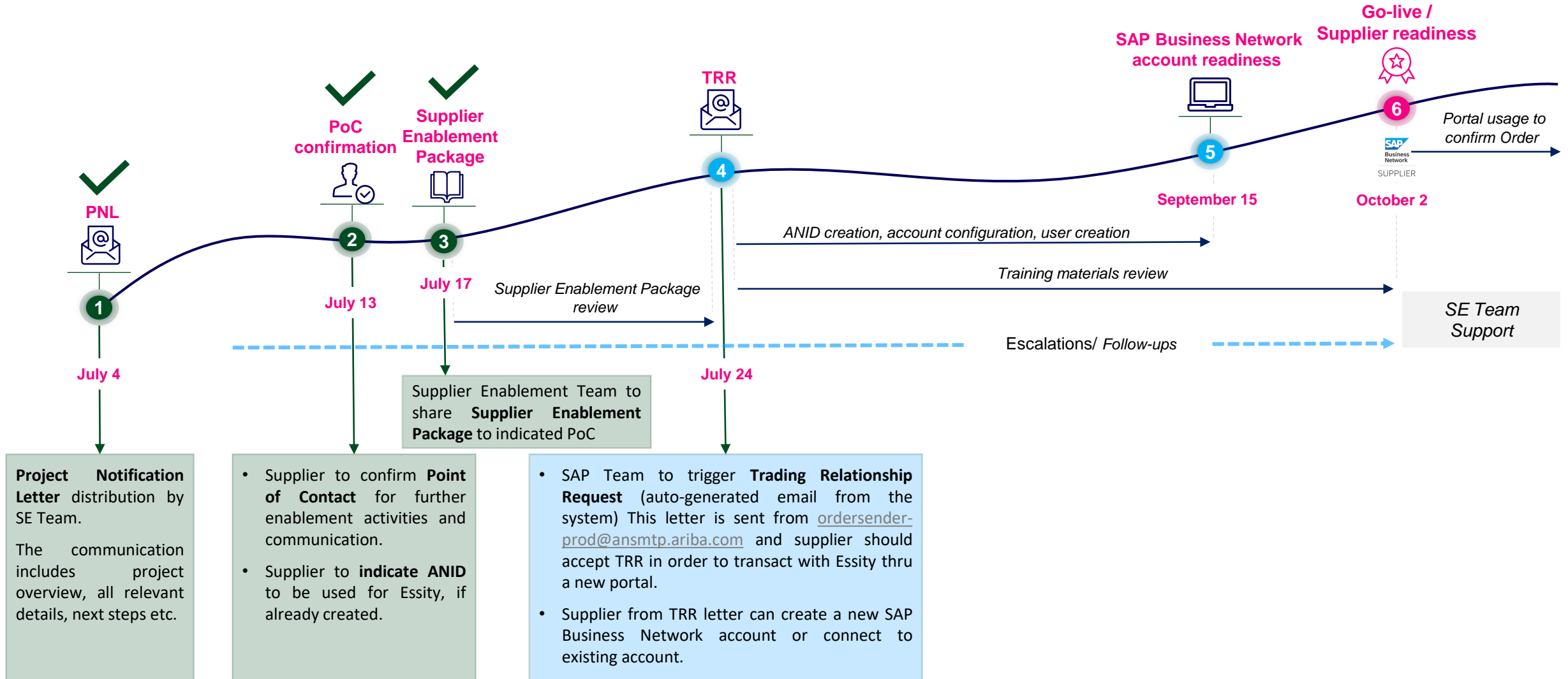
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SAP Business Network - New way of working



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Supplier Enablement Process - Next steps





SAP Business Network Overview

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SAP Business Network solution

Buyer Participants



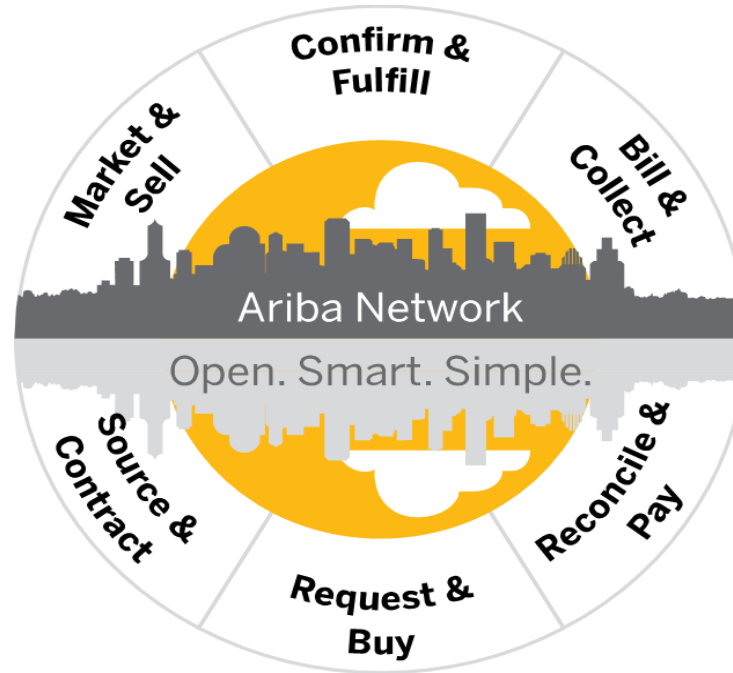
Global Enterprises



Midmarket Companies



Individual Buyers



Supplier Participants



Direct Materials



Indirect Materials



Services

SAP Business Network

Please click on the picture and enjoy the video!

Supplier Enablement Package – SAP Business Network

SAP Business Network benefits



60% average reduction in operating costs

Lower costs

- Reduce time and paper usage
- Eliminate postage costs
- Reduce costs associated with resources used to generate/ rework the invoices



30% growth in existing accounts
35% growth in new business

Increase your revenue

- Become searchable customers using the AN worldwide
- Establish new customer relationships via Ariba Discovery
- Publish your Catalogs in front of thousand customers



15% increase in customer retention

Satisfy your customer

- Support your customer's strategic business plan
- Become a preferred supplier
- Simplify the communication process

80% efficiency & transform business operations



Stay organized

- Consolidate Network relationships under one account
- Enjoy a simple way to store POs and invoices
- Get better visibility into customers spend and payments
- View invoice status in real time

62% decrease in late payments



Receive faster payments

- Help your invoice reach the correct contact in the approval flow
- No need to confirm the orders via email/phone
- Feel confident all order information is complete and accurate
- Prevent errors through system checks

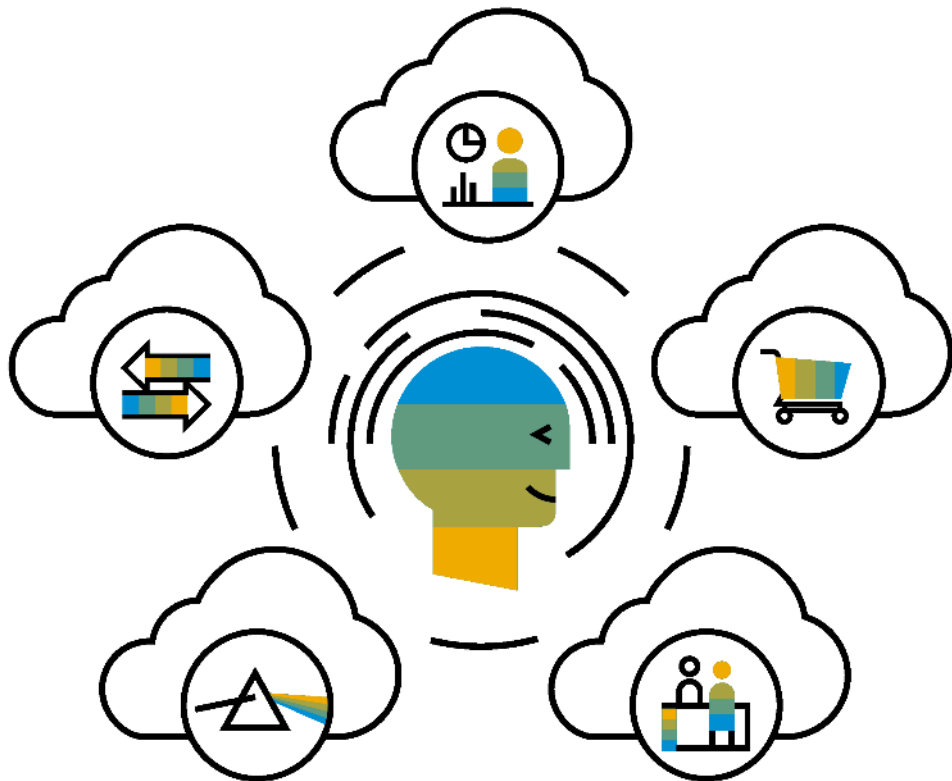
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SAP Business Network Account – Standard vs Enterprise

SAP Business Network Features	Standard Account	EnterpriseAccount
Access	Through email notifications	Online Dashboard
Company Profile	✓	✓
Purchase Order, Order Confirmation, Ship Notice, Service Entry Sheet, Invoice, Credit Memo	✓	✓
Electronic Catalogs	✗	✓
Ariba support	Online Help Center	<ul style="list-style-type: none"> • Support via phone, chat, email • Direct access to enablement experts for onboarding assistance • Technical support for configuration and integraton assistance • Online educational training courses
Integration	✗	✓
Reporting	✗	✓
Multiple Customer Relationships	✓	✓
Multi Users	✓	✓
Mobile App	✓	✓
Ariba Discovery	✓ Fees my apply to respond to leads	✓ Fees my apply to respond to leads
Fees	FREE	Fees may apply. See details

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SAP Business Network – Fee Schedule Basics



FREE for all suppliers to join and begin transacting (STANDARD ACCOUNT), ENTERPRISE ACCOUNT is chargeable based on portal usage

Two components of the supplier fee schedule: Transaction Fees and Subscription Fees

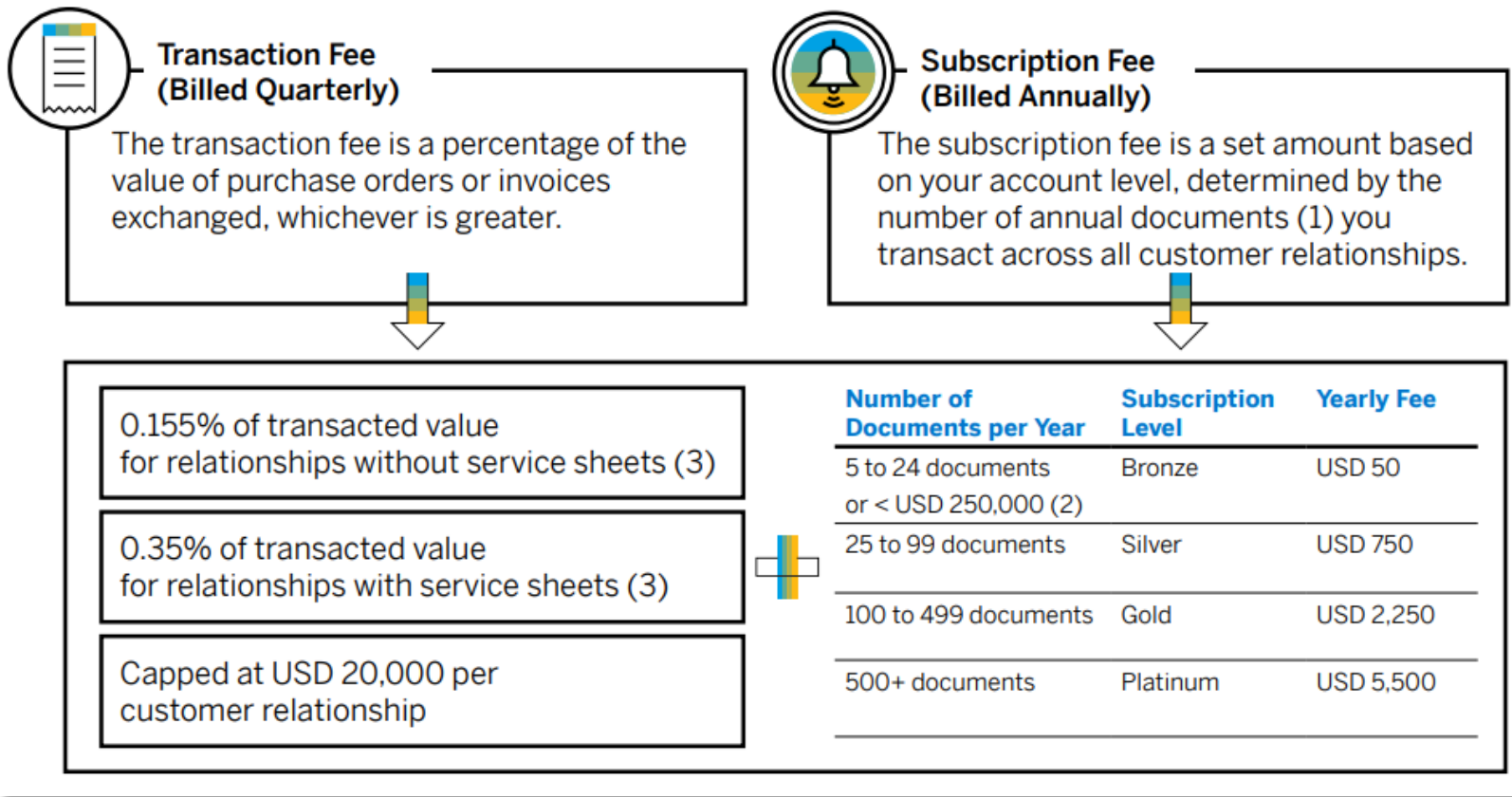
Chargeable documents are considered Purchase Orders, Invoices, Service Entry Sheets, and Service Entry Sheet Responses

Chargeable suppliers transacting less than \$250,000 in annual financial volume will be assigned to the Bronze level irrespective of annual document count

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SAP Business Network Enterprise Account – Fee schedule basics

If your enterprise account is chargeable, the fees comprises two components; the transaction fee, based on the document volume, and the subscription fee, based on numbers of documents.



FEES

Click on dollar icon to review the details of fee model

Supplier Enablement Package – SAP Business Network

SAP Business Network – Help Center

The screenshot shows the SAP Business Network Help Center interface. At the top, there's a navigation bar with the SAP logo, 'Business Network', and 'Enterprise Account'. Below this is a menu with various categories like Home, Enablement, Opportunities, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, and More. A 'Create' button is visible. On the right side of the top bar, there's a question mark icon (1) and a 'XA' icon. Below the navigation bar, there's a section for 'Orders and Releases' with filters for 'All customers' and 'Exact match'. The main content area displays a dashboard with four cards: '3 Changed orders', '28 Orders to invoice', '8 Rejected invoices', and '19 New orders'. Below this is a 'My widgets' section with a 'Customize' button. A 'Purchase' section is partially visible on the left. A 'How can we help you?' search bar (3) is located in the bottom left. A 'Help Topics' sidebar is open on the right, showing a search bar and a list of topics. The 'Support' button (2) is highlighted in the sidebar. A 'Feedback' button is at the bottom right. A 'More' button (4) is also visible in the sidebar.

1. Click on the Question mark icon.

2. Click on Support Button

3. Click on Contact Us and proceed next. The further steps may vary depending if you logged in to the portal or not.



Supplier's Next steps

1. Trading Relationship Accept

To be completed by **Admin of existing account** or person indicated for creation of new account

Supplier Enablement Package – SAP Business Network

Accept Trading Relationship Request (1/2)

1 **<ordersender-prod@ansmtp.ariba.com>**

2 **Essity Hygiene and Health AB**

Connect with Essity Hygiene and Health AB to collaborate on SAP Business Network!

To John Doe at Acme Supplier,
Essity Hygiene and Health AB, would like to invite you to connect with us on SAP Business Network.

Click Get started to connect.

3 **Get started**

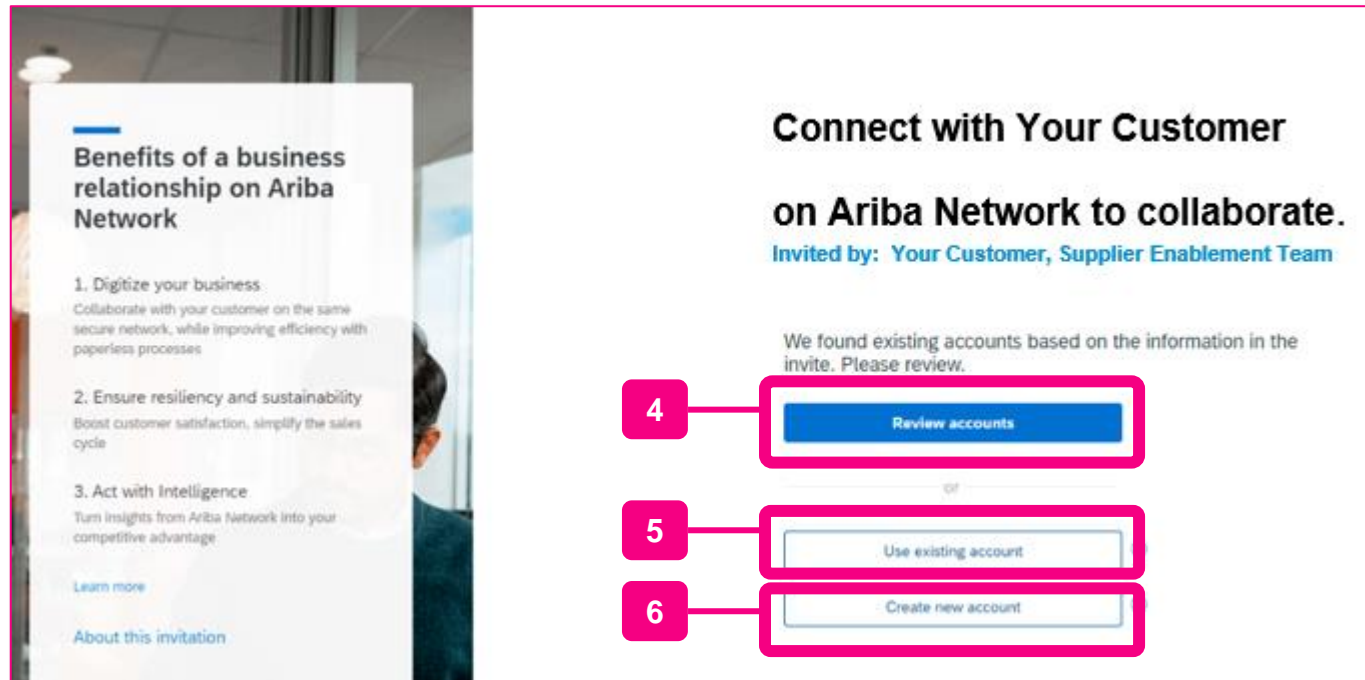
About this invitation

From:	To:
Essity Hygiene and Health AB	John Doe
Molndals Bro 2	Acme Supplier
SE-431 Molndal	123 Main Street, rm 202,
Sweden	San Francisco, CA 94307
	United States
	+1 6506906996
	john.doe@acme.com

- 1 Trading Relationship Request is sent from SAP Business Network portal.
Supplier will receive an auto-generated email from **<ordersender-prod@ansmtp.ariba.com>**
- 2 Supplier will receive similar message in Trading Relationship Request Letter
- 3 Click on **Get started** blue button

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Accept Trading Relationship Request (2/2)



4 Supplier can **review** the existing accounts to determine whether an account already exists for this Buyer or to identify whether they can use an existing account.

5 Supplier can choose the option to Use existing account which reduces the need of multiple log ins

6 Supplier can create a new account for business with Essity. Additional information on slide 17.

Depending on the selected option, supplier should perform next steps on the portal to finalize:

- connection for existing account or
- creation of new account

Supplier Enablement Package – SAP Business Network

Ariba Account Set Up – Key highlights

The diagram illustrates the Ariba account setup process. It starts with an invitation email titled 'Benefits of a business relationship on Ariba Network'. The email lists three benefits: 1. Digitize your business, 2. Ensure resiliency and sustainability, and 3. Act with Intelligence. Below the benefits, there are three numbered steps: 4. Review accounts, 5. Use existing account, and 6. Create new account. Step 4 leads to the 'New account' section, which includes 'Administrator account information' fields for First name, Last name, Email, and Username. A checkbox 'Use my email as my username' is also present. Step 5 leads to the 'Existing account' section, which includes a 'Supplier Login' form with fields for User Name and Password, and a 'Forgot Username or Password' link. Step 6 leads to the 'Create new account' section, which includes a 'Create new account' button.

Connect with Your Customer
on Ariba Network to collaborate.
Invited by: Your Customer, Supplier Enablement Team

We found existing accounts based on the information in the invite. Please review.

4 **Review accounts**

5 **Use existing account**

6 **Create new account**

New account

Administrator account information ?

First name * Last name *

Email *

☐ Use my email as my username

Username *

Use email format (sam@example.com)

Existing account

Supplier Login

User Name

Password

Login

B **Forgot Username or Password**

A When creating a **new account**, the username should be in the email format of xxx@xxx.com.

Supplier can use their email address as Username by check the box. However, it is possible only for 1 ANID.

*Suppliers can have multiple accounts assigned to one email account.

B If supplier would like to connect to existing account, then there will be a need to use existing credentials.

Supplier can click on the "Forgot Username" button in Supplier Login page to receive the list of usernames connected to the provided email address.

If further support is needed, Supplier should contact Ariba Help Center (slide 13)



Supplier's Next steps

2. Recommended account setup

To be completed by **Admin of existing account** or person indicated for creation of new account


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Recommended account setup

Essity recommend to:

- Setup PO notification
- Create User Account for other team members

The specific instruction is available on [Supplier Information portal](#)

	<p>Essity Standard Account Specific Training Videos</p> <p>How to create and configure a Standard Account</p> <p>Interactive Email – Process the Order</p> <ul style="list-style-type: none">• Standard Account – Basic Navigation• User Account Creation (valid for the admin)• How to Contact SAP Business Network Support team – Ticket Creation• Routing Notifications <p>How to confirm the order?</p> <ul style="list-style-type: none">• Order Confirmation			<p>Essity Enterprise Account Specific Training Videos</p> <p>How to create and configure an Enterprise Account</p> <ul style="list-style-type: none">• Enterprise Account – Basic Navigation• User Account Creation (valid for the admin)• How to Contact SAP Business Network Support team – Ticket Creation• SAP Business Network Network Fees• Routing Notifications <p>How to confirm the order?</p> <ul style="list-style-type: none">• Order Confirmation
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Supplier Enablement Package – SAP Business Network

Create User Account by Admin (1/3)

The screenshot displays the SAP Business Network account settings interface. On the left, a sidebar menu is visible with a red box around the 'Users' option, labeled with a red '1'. The 'Settings' option is also highlighted with a red box. On the right, the 'Account Settings' page is shown with a red box around the 'Manage Roles' tab, labeled with a red '2'. Below the tabs, there is a section for 'Roles (5)' and a 'Filters' section with a 'Permission' dropdown. At the bottom right, a red box highlights a plus icon (+) next to a list icon, labeled with a red '2'.

User Creation is possible from admin account.

To Create New Users, first supplier should open the **Settings** from the account profile. From there select **Users** tab.

Roles must be created prior to creating users, roles are created based on the functions/roles within the supplier organization.

To create a new role supplier should click **plus** icon to add a specific role.

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Create User Account by Admin (2/3)

The top screenshot shows the 'Create Role' form. It has a 'Name' field with 'Team Support' entered, a 'Description' field, and a 'Permissions' section with a table of permissions. A red box highlights the 'Name' field, and a red box highlights the 'Save' button.

The bottom screenshot shows the 'Manage Users' page. It has a 'Users (4)' section with a table of users. A red box highlights the 'plus' icon in the bottom right corner of the table.

3 Insert a Name of a specific Role.

4 Assign acceptable permissions for this role

5 Click **Save** button

6 In order to assign adequate user to a specific role supplier should display **Manage Users** section.

7 If the user does not have the Ariba Network account yet, supplier can create a new user by clicking on the **plus** icon.

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Create User Account by Admin (3/3)

Create User

Create a new user account and assign a role and if needed assign them to a business unit. Ariba will email a temporary password to the address provided for the new user account. The account information entered here will not be modifiable after you click Done. However, you can modify role assignments at any time.

New User Information

Username: * ⓘ

Email Address: *

First Name: *

Last Name: *

☐ This user is the buyer's account. ⓘ

☐ This user is the Ariba Discovery Contact ⓘ

☐ Limited access ⓘ

Office Phone: Country: Area: Number:

Role Assignment

	Name	Description
<input type="checkbox"/>	Sourcing	
<input type="checkbox"/>	Logistic role	
<input type="checkbox"/>	Access Proposals and Contracts	
<input type="checkbox"/>	Magda	
<input checked="" type="checkbox"/>	Team Support	

Enter mandatory information in order to create a user account.

8 Under Role Assignment, select the Role required.

9 Click **Done**.

By clicking Done user will receive an email with credentials and will be reflected in Manage Users section with respective role/permissions assigned.



Supplier Information Portal

Learning materials

Supplier Enablement Package – SAP Business Network Supplier Information Portal



LEARNING MATERIALS ARE AVAILABLE on SUPPLIER INFORMATION PORTAL

SAP Ariba

English






Essity
Supplier Information Portal (Indirect)



Welcome to **Essity Supplier Information Portal** dedicated to **Indirect Materials**. This portal provides information for all suppliers conducting business with Essity. For your organization, this means that traditional way of transacting with us is changing fundamentally. For more information about the project and communication please access 'Project General Information'. All relevant learning educational materials are under 'Training Materials' tile.

If you want to go back please click [here](#)

<div>1</div> <div></div> <div>Project General Information Review key messaging regarding the transition to the SAP Business Network.<ul style="list-style-type: none">Essity Project Notification Letter</div>	<div>2</div> <div></div> <div>Training Guides & Clips Learn how to transact with Essity on the SAP Business Network.<ul style="list-style-type: none">Essity Training Resources</div>	<div>3</div> <div></div> <div>Other Information View further information shared during the project<ul style="list-style-type: none">Supplier Enablement PackageEssity Frequently Asked Questions</div>
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In **Project General Information** suppliers are able to view Project Notification Letter with the information regarding Essity implementation of SAP Business Network.

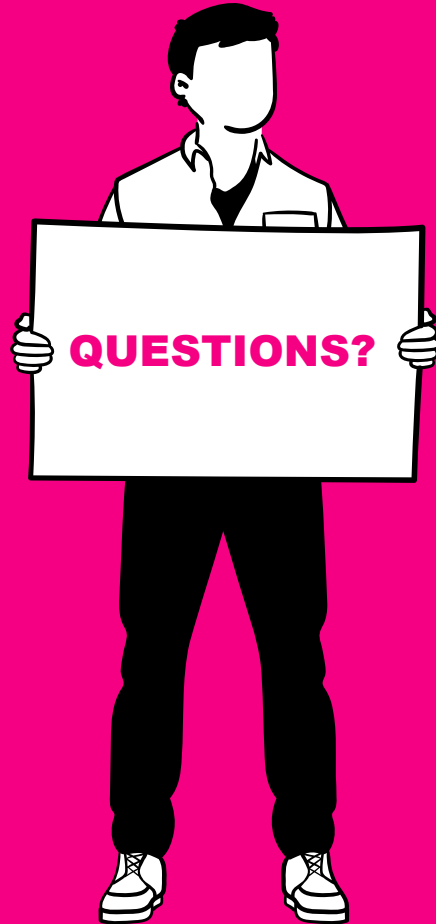
In **Training Guides & Clips** section suppliers are be able to find information on creation and configuration of Standard Account and Enterprise Account as well as the Training Materials for Order Confirmation.

In **Other Information** tile suppliers can access the Supplier Enablement Package and FAQ document.

Click [here](#) and select adequate material. Enjoy learning!

Supplier Enablement Package – SAP Business Network

Contact details



In case of any questions related to SAP Business Network platform and supplier enablement process please contact Supplier Enablement Team via **SupplierInfo@essity.com**

Thank you for your
participation. Join us in
shaping our future!



Supplier Enablement Package – SAP Business Network

Back up slides – PNL Letter

Date: June 2023

Our reference: Accelerating Essity's Digital Transformation



Dear Valued [Supplier Name],

We are pleased to announce that **Essity** is moving forward with **SAP Business Network** platform implementation in next Nordics locations as a part of global digital transformation project. In consequence, the old system will be replaced by a new portal and suppliers will be requested to collaborate with Essity in a new way starting from **October 2, 2023**. Establishment of one single platform will help us to simplify and automate procurement process, reduce ordering time, and facilitate document processing.

We understand that this represents a significant change to you therefore, we as Supplier Enablement Team will help you go through the whole process.

What does this mean for you?

Conducting business on SAP Business Network platform will be a preferred method for transacting purchasing documents and will require supplier's access to the portal to confirm the orders.

What is planned next?

- In July 2023, you will receive a **Trading Relationship Request** as auto generated email from Ariba containing instructions on how to register new account or connect to existing Ariba Network account. The acceptance of Trading Relationship by suppliers will allow to transact with Essity via new solution.

***Having Standard Account is free of charge while the Enterprise account can become chargeable based on the usage.**

What is requested from supplier at current stage?

1. **Point of contact confirmation:** Please kindly confirm that the person to whom this email is addressed is the right point of contact for this project within your organization. If not, please indicate an adequate person who can support this initiative.
2. **ANID indication:** Please provide us the information whether your company has SAP Business Network account created already and there is a preference to use the same ANID for Essity business. Please indicate ANID to be used for Essity, if applied.

Please provide required information by July 13.

We believe this shift will strengthen our business relationship and allow for more robust collaboration and purchasing capabilities. We greatly appreciate your time and efforts as we make the push to a more streamlined future!

If you have further question don't hesitate to contact our Essity Supplier Enablement Team at SupplierInfo@essity.com.

Sincerely,
Supplier Enablement Team

