



What is the SAP Business Network – The Basics you need to know



Basics you should know -

The SAP Business Network is the conduit that links your Buyer to their Suppliers (Trading Partners) for the exchange of documents electronically.

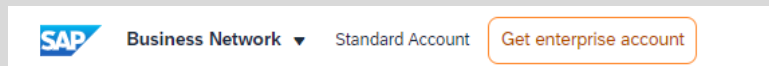
There are two types of Account and is indicated at the top of the screen -

- ❖ Enterprise Accounts give both the Buyer and Supplier the opportunity to Integrate and have full access to the Customer Support Centre.



Note: Enterprise accounts usually attract Subscription and Transaction Fees, however some Enterprise accounts particularly those using Supply Chain Collaboration will be either Buyer Funded or Supply Fee Exempt.

- ❖ Standard Accounts cannot be integrated and can only access the Customer Support Centre when there is a technical issue, otherwise it is a Self Service product.



Note: Supply Chain Collaboration cannot be used on a standard account

If a Buyer invites you to use a Supplier Fee Exempt Enterprise account ONLY the Buyer with the exemption is fee exempt existing Buyers not fee exempt will attract fees. If you are invited to create a Buyer Funded or Supplier Fee exempt account with your Buyer consider creating a new account and linking the User ID's

Buyers determine what processes suppliers need to participate in and what type of network they have engaged to digitise transactions and create sustainable procurement and supply chain collaboration processes.


There is only one System Administrator and the System Administrator is the only user who can create other users and has usually created the account

Suppliers are usually broken up into:

- ❖ Indirect – where goods or services provided that are usually for use in the day-to-day operation of your customer
- ❖ Direct – where goods or services are that directly go to maintaining or manufacturing an item

The appearance of the SAP Business Network for both Indirect and Direct Suppliers is fundamentally the same, however, Direct Suppliers will have access to the functionality their Buyer has Purchased, for example, Replenishment

Every Buyer you Transact with on the SAP Business Network has a Supplier Information Portal where there is information about how to transact with that specific Buyer on the network. For example, some Buyers want all Purchase Orders to be confirmed

You may receive a Purchase Order that has a  next to the line item, this indicates it is ERS (Evaluated Recipient Settlement) means that the Buyer will create the invoice on behalf of your business

The Purchase Order you receive from your customer is your document of Truth, it identifies what your customer wants, when they want it and the price they are paying

There are two main types of Purchase Order:

- ❖ Materials – goods
- ❖ Services – services provided and can be planned or unplanned services



All items in Blue can be selected to take you to a different screen or document

All items with Asterisks * are Mandatory fields that the Buyer requires completion

Access the SAP Business Network Supplier Log in via the QR Code or [CLICK ME](#)



Once an invoice has been sent by the Supplier, if an error has occurred you will need to contact the Buyer as Invoices cannot be recalled or deleted



Buyer – is your Customer

Supplier or Trading Partner – is the Business you work for or, own