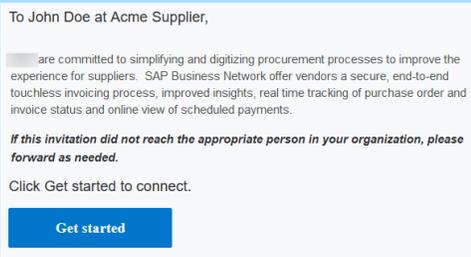




SAP Business Network – Invitations from your Buyer/Customer



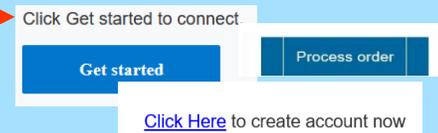
Step 1: You receive an email from your Buyer/Customer – it appears to be an Invitation or interactive Email



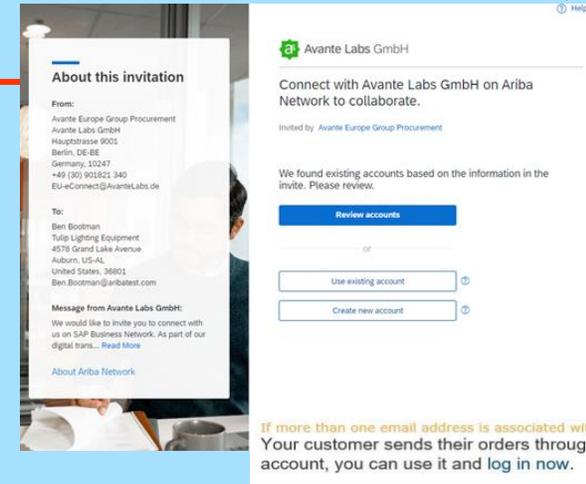
Step 2: Determine whether the invitation is for a Transacting or Sourcing Account

Invitation: Register to become a supplier with [redacted] to collaborate on SAP Business Network!

Step 3: Always access the SAP Business Network login from within the invitation – irrespective of account type or invitation type



Step 4: Before creating a new account confirm with a colleague or leader to identify if there is already an SAP Business Network Account that should be used



Different types of Invitation:

- ❖ Invitation via Interactive Email
- ❖ Invitation – Request to Transact (RTT)
- ❖ Invitation – Registration for Sourcing
- ❖ Invitation – Interactive Email for an Event

A Transaction Account is where Purchase Orders and Invoicing processes occur

Proposals & Questionnaires (or sourcing) is where Suppliers may complete a questionnaire but will access RFX events

Special note for Sourcing Invitations

When accessing a Sourcing Invitation, only the person who receives the invitation can access the event, you cannot forward a Sourcing invitation, if the invitee is the incorrect person contact the Buyer who sent it

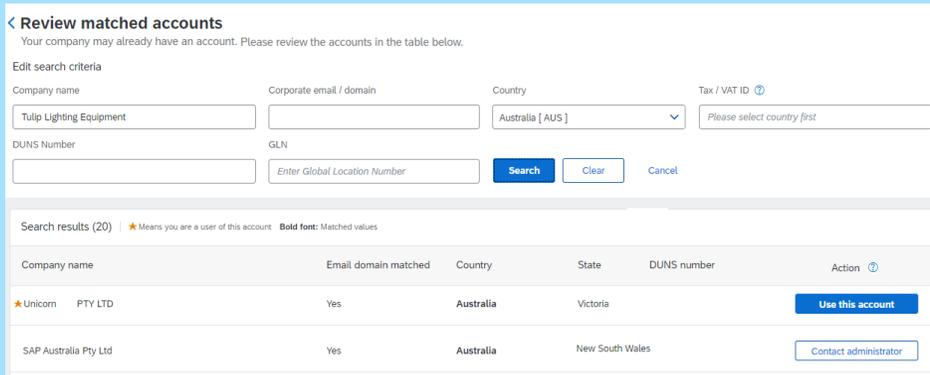
Public & Private Accounts

A Public account is an account where the Terms of Use and Privacy Statement have been accepted and the account created

A Private account is an account where the user has discontinued the account registration process, however, although the account is Private only the creator of the account can access it

When an Account is created the ANID is created in the Buyer Network, this means that all Purchase Orders will be sent to a Private account which may impact access

Step 5: Use the Review Matched Accounts to identify if an account already exists that should be used and use the Contact Administrator Button to be created as a User



This process can be used for either an SAP Business Network Transacting Account or an SAP Ariba Proposals & Questionnaires

Interactive Emails – can be in the form of a Purchase Order, Invoice or even an Event



Buyers determine the layout of their invitations and Buyers determine whether to use questionnaires and the types of events

Use existing Credentials where possible for both Transacting and/or Sourcing network



RFX Types and Event Types:

- ❖ RFI – Request for Information
- ❖ RFP – Request for Proposal
- ❖ RFQ – Request for Quote
- ❖ Auction
- ❖ Survey